



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

November 12, 2019

#R12-19

Department: Head Start Program

Position: Bus Monitor – 2 Positions (Non-Exempt)

Reports To: Child Health & Facility/Transportation Coordinator/Lead Bus
Driver/Maintenance

Salary: \$11.00 per hour

Job Summary:

Serve as a bus monitor on assigned bus runs.

Duties & Functions:

1. Assist students in the morning and afternoon bus run.
2. Ensuring that day to day bus route changes are accurate.
3. Insure safe transportation of Head Start children while riding the bus to and from specified destinations.
4. Make sure all the children obey all the safety rules while riding the bus.
5. Accompany children across the road and assist children in boarding the bus.
6. Attend staff meetings and any required trainings.
7. Follow directions given by assigned bus driver during bus runs.
8. Respond to situations that pose safety threats to children using First Aid/CPR techniques or by following other established procedures.
9. Supervise children on assigned bus runs.
10. Asist children in boarding and exiting bus.
11. Accompany children across roadways as necessary.
12. Ensure that all children on assigned morning bus run get safely into their classrooms when they arrive at the Head Start Center.
13. Attend parent meetings and assist Teacher(s).
14. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
15. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



Required Skills and Abilities:

1. Treat all children, parents, and co-workers with dignity and respect.
2. Be punctual for all bus runs.
3. Will follow the policies and procedures of Federal, Tribal and State mandates.
4. Participate and interact with children in a positive way throughout the day.
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6. Good communication skills, verbal and written.
7. Maintain punctual and dependable work attendance.
8. Must maintain strict confidentiality.
9. Knowledge of and appreciation for minority cultures and persons from low income families.
10. Demonstrated ability to work effectively as a team member.
11. Ability to communicate in a positive tone.
12. Must possess a positive work attitude and assist when needed.
13. Must possess a sincere interest in children and parents and their needs.
14. Ability to adapt to Federal and Tribal mandates.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Annual physical exam and TB skin test.
4. Obtain Hepatitis A & B immunization.
5. Must have a valid First Aid/CPR card or ability to obtain within ninety (90) days of probationary period and must remain current.
6. Must have reliable transportation.
7. Able to pass a criminal background check as required by tribal, local and federal law.
8. Must attend annual Parent Sub Aide Training.
9. Must have a valid CRIT Food Handler's Card or ability to obtain within ninety (90) days of probationary period and must remain current.
10. Physically able to perform duties assigned.
11. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.



OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

