



# 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**

**#R13-19**

Department: Head Start Program  
Position: Parent Substitute Aide Non-Exempt (2 Positions)  
Reports To: Education Coordinator/Primary Supervisor  
Child/Mental Health & Facility/Transportation Coordinator/Secondary Supervisor  
Salary: \$11.00 per hour On Call

### Duties & Functions:

1. Assist teacher in the daily preparation, presentation and cleanup of classroom activities and curriculum planned by the classroom teacher and to substitute the morning and afternoon bus runs for the staff member parent is replacing.
2. Work in cooperation with all other teachers as requested and needed arises.
3. Serve as a bus monitor on assigned bus runs.
4. Prepare materials as directed by Teacher.
5. Accompany children from classroom to restrooms.
6. Assist children in serving self and encourage child to wipe up their spills
7. Encourage children in developing self-help skills.
8. Be a language model for children to follow.
9. Assist in the playground supervision of the children.
10. Share ideas for the development of classroom and field trip activities.
11. Assist with the general housekeeping duties.
12. Treat all children, parents, and co-workers and dignity and respect.
13. Attend training or read materials on child development as directed by Teacher.
14. Serve as a bus monitor on assigned bus runs.
15. Follow directions given by assigned bus driver during bus runs.
16. Supervise children on assigned bus runs.
17. Assist children in boarding and exiting bus. Accompany children across roadways as necessary.
18. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
19. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.



### Required Skills and Abilities:

1. Knowledge of and appreciation for minority cultures and persons for low income families.
2. Demonstrated ability to work effectively as a team member.
3. Ability to communicate in a positive tone.
4. Possess a positive work attitude and assist when needed.
5. Sincere interest in children and parents and their needs.
6. Ability to adapt to Federal and Tribal mandates.

### Education & Experience Requirements:

1. Training will be provided by all Specialists/Coordinators, with many hands on experiences, and time for discussions among the participants and the presenters with materials covering area in Educations, Child/Mental Health, Nutrition, Social Services, Parent Engagement, Disabilities, and Transportation and use of time clock and time cards.
2. High School Diploma or G.E.D. or currently enrolled in G.E.D. or ESL.
3. Completed 100 hours of volunteer time during current program year.
4. Attend 20 hours of training planned by Education Coordinator.
5. Must have the desire to learn more about child development and likes working with three (3) to five (5) age group.
6. Must have a valid CRIT Food Handler's Card or ability to obtain within 90 days of probationary period and must remain current.
7. Must have a valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.
8. Must possess a current valid driver's license throughout employment.

### Physical Requirement:

1. Monday through Friday as needed during Teacher/Teacher Assistant Absence (Flexible Hours Ideally).
2. Present or past Head Start Parent.
3. Physically able to perform duties assigned.
4. Must pass a pre-employment drug test.
5. Annual physical exam and TB skin test.
6. Obtain Hepatitis A & B immunization.
7. Must have reliable transportation.
8. Able to pass a criminal background check as required by tribal, local and federal law.
9. Availability maybe required upon short notice due to absence of teaching staff.
10. Occasionally work extended shifts as assigned.

### 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://critonline.com>

**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.

