

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Head Start Bus Monitor/Floater

Department: Head Start, Education

Hourly Rate: \$10.91

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Head Start Director

Posting Date: In-House

Opens: October 7, 2022

Closes: October 14, 2022 at 4:30 p.m.

Posting Date: Public

Opens: October 17, 2022

Closes: October 28, 2022 at 4:30 p.m.

Posting Date: Public

Opens: November 7, 2022

Closes: Open Until Filled



Summary: The bus monitor/floater will assist in the implementation of the Head Start Performance Standards.

Essential Duties and Responsibilities including the following.

- Will instruct, supervise and ensure safety measures are taken with the children in the classroom, on the playground and during bus rides.
- Candidate will be responsible for properly employing safety restraints with children on the school bus.
- Candidate must be able to participate in emergency bus evacuations
- Will assist in doing fire drill, tornado drills, and fire alarm testing.
- Will promote the participation of Head Start parents as resources, personnel and/or volunteer in the Head Start Program.
- Will attend meetings and required training as requested, i.e., staff.
- Will help out in classroom providing breaks to teaching staff or filling in as necessary.
- Promote use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start services for children and families.

Other duties as assigned

This position is subject to layoff when school is not in session.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below representative to the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- Must be at least eighteen (18) years old.
- High School Diploma or its equivalent is required.
- Must provide certification of successfully completion of Early Childhood I within the first six (6) months of employment and Early Childhood II within the first year of employment.
- Ability to obtain First Aid and Tot Saver CPR is mandatory and provided by the Head Start program.
- Shaken Baby and Mandatory reporter training required and provided by the Head Start program

Preferred:

Car Seat Technician certification

Other Skills and Abilities:

Required:

- Must maintain strict confidentiality in accordance with Privacy Act.
- Must demonstrate ability to work cooperatively with staff, parents, community members and other child support systems in the best interest of children is required.
- Ability to provide cultural sensitivity.

Background Check:

This position is contingent on ability to pass background check required. This position requires a Caregiver Background Check regarding working with children and/or elderly.

Reasoning Ability:

Must have positive attitude and enjoy working with children.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to pass medical/physical examination which certifies individuals are physically able to work with pre-school children. Must be able to pass tuberculosis testing. Must be physically able to lift children into and out of Head Start furniture and equipment, as necessary. Must be able to participate in pre-school activities with children in Head Start. Position may require sitting for extended periods of time. Some standing, walking, bending, stooping and lifting up to 50 lbs. on occasion is required.

Working Environment: The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to inside and outside conditions. Noise level is moderate to loud.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov