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: **$15.00**
Full Time: **40Hrs/Week**
Exempt: **No/Hourly**
Supervisor: **Education Manager**
Posting Date: **Public**
Opens: **October 29th, 2026**
Closes: **Open Until Filled**

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

Essential Duties and Responsibilities include the following:

- Will instruct, supervise, and ensure safety measures are taken with the children in the classroom, on the playground, and on the bus.
- Will be responsible for properly restraining children on the school bus.
- Must be able to participate in emergency bus evacuations.
- Will assist in the kitchen as needed.
- Will attend meetings and required training as requested, i.e., staff.
- Will promote the use of and speak Ojibwemowin as proficiency level allows in the classroom and throughout delivery of all Head Start services for children and families.

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.
- Ability to obtain First Aid and Tot Saver CPR is mandatory (provided through program).
- Abusive Head Trauma training required (provided through program).
- ServSafe training is required.
- Must complete two (2) child development classes per daycare licensing regulations.

Preferred:

Car seat technician certification

Other Skills and Abilities:

Required:

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

Cultural Sensitivity:
This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

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

Reasoning Ability:
Must have a positive attitude and enjoy working with children. Must keep the best interests of the child in mind at all times.

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 essential functions.

Must be able to pass medical/physical examination which certifies individuals are physically able to work with preschool 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 preschool activities with children in Head Start. Some standing, walking, bending, stooping, and lifting up to 70 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 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