



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**  
*Spirit Lake Dakota Nation*

**Human Resource Office**

Vanessa Thomas, HR Director

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[www.littlehoop.edu](http://www.littlehoop.edu)

**VACANCY ANNOUNCEMENT**

**Position Title:** Head Start Bus Driver/Universal Worker (9 month appointment) (Part-time)  
**Supervisor:** Head Start Director  
**Opening Date:** April 30, 2018  
**Closing Date:** May 14, 2018  
**Salary:** DOQ

**QUALIFICATIONS:**

- Minimum of High School Diploma or GED required.
- Submit a ND Department of Transportation Driver's license with a Class B or Class C with a passenger school bus endorsement and a clear driving record.
- Must pass a Department of Transportation physical examination prior to beginning employment and annually each fall before classes begin. This exam must include screening for tuberculosis.
- Submit verification of current immunizations.
- Must maintain CPR and First Aid certification.
- Submit verification of a clear background check and signed written consent for and participate in annual and random state background check with law enforcement and child welfare agencies.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources Personnel Policies and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.90 (b) (6), current or former Head Start parents are given preference for employment for which they are qualified.
- Identify if you are a Native American and identify your enrolled tribal information.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- Prefer someone willing to provide backup classroom assistant duties.

*Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.*

**JOB DUTIES & RESPONSIBILITIES:**

- To develop, review and implement timely and efficient bus routes for children.
- Observe all traffic regulations and maintain safe driving speed at all times, under all conditions, as well as maintain order and safety on all trips.
- Ensure that other monitors/adults who accompany you on the bus route assist to manage the children's behavior, assist with attendance, and check to make sure that no child is left unattended on a bus.
- Always assure the child (ren) is left with an appropriate representative or return the child to the Head Start Center if no one is home.
- Report any accident to the Head Start office and law enforcement, complete all report forms.
- Responsible for the bus maintenance, cleaning, repairs, mileage and HS program regulation reports and transportation performance standards.
- To be punctual and maintain regular attendance, gain approval in advance from your supervisor for leave requests as per the CCCC Personnel Policies.
- Responsible for bus garage maintenance and organization of products and storage.
- Attend staff meetings and trainings as identified for position.
- To implement maintenance/cleaning assignments for the Head Start buildings, grounds and playgrounds.
- To implement the transport of program food, supplies and equipment as assigned by supervisor.
- To participate in back up classroom and/or bus monitoring, provide inventory control and data reports as identified.
- To ensure all certifications, licenses and trainings are current and renewed timely to meet the HS Performance Standards and ND Department of Transportation requirements.
- To transport bus(s) and vehicles for maintenance, repairs and ensure safety/travel logs are completed and reported as directed.
- To ensure all security and academic and playground equipment are set up as identified in the Head Start Performance Standards.
- To follow Head Start program confidentiality policies concerning information about children, families or other staff.
- To respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion and disability.
- To use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- To participate in the Head Start program's random drug and alcohol testing system.
- To accept other job related duties as assigned during the school year (9-month appointment) by the Director.

**GENERAL INFORMATION:** A complete application shall consist of CCCC Application for Employment, cover letter, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of high school diploma/GED/unofficial college transcripts (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu)

**STATEMENT OF POLICY ON NON-DISCRIMINATION**

*Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Dean of Academics, Cankdeska Cikana Community College, (701)766-1309 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.*

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