



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

Human Resource Office

Vanessa Thomas, HR Director

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Head Start Bus Monitor (2 Part-time)
Supervisor: Head Start Family Services Coordinator
Opening Date: August 11, 2017
Closing Date: August 25, 2017
Salary: DOQ

QUALIFICATIONS:

- High School Diploma or GED.
- Head Start experience preferred.
- Flexible work schedule, as needed.
- Willing to pursue and complete CPR & First Aid Certification within thirty days of employment.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.
- 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 1302.50 (b) (4), current or former Head Start parents are given preference for employment for which they are qualified.

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

JOB DUTIES & RESPONSIBILITIES:

- Ensures the safety and well-being of children being transported to and from the classrooms.
- Helps children board the bus safely, including helping teachers prepare for departure (putting on coats and assuring that each child has his/her own belongings).
- Assures that the bus driver is not distracted from the safe operation of the vehicle.
- Helps children safely get off the bus and into the custody (only) of those individuals authorized to receive them.
- Retrieves any fallen objects during the bus ride.
- Ensures children are seated during operation of bus and properly restrained (use of seat belts).
- In the event of an accident or emergency, assures the safe evacuation of children and adult passengers (following the Bus Evacuation Plan) in cooperation to Bus Driver.
- Assists in completing accident reports, when appropriate.
- Maintains a daily log or journal of each bus ride.
- Attends all scheduled staff meetings, and trainings, as appropriate.
- Supervises sign-in and sign-out procedures.
- Follows center's sick-child policy with regard to receiving children on the bus.
- Assists daily in maintaining the interior of the vehicle in a clean sanitized and safe operating condition.
- Assures that no child is ever left unsupervised on a bus.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of high school diploma/GED/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

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 Academic Dean, 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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