



# 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:** Transportation/Maintenance Supervisor (1 Full-time)  
**Supervisor:** Head Start Director  
**Opening Date:** October 3, 2017  
**Closing Date:** October 17, 2017  
**Salary:** DOQ

#### QUALIFICATIONS:

- Minimum of a High School Diploma or GED required; Associate's degree and/or completion of a formal training program in bus driving preferred.
- Prefer two or more years of supervisory and relevant work experience.
- Submit a ND Department of Transportation Driver's license with a Class B or Class C with a passenger endorsement to drive a school bus 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 1302.50 (b) (4), 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.

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

#### JOB DUTIES & RESPONSIBILITIES:

- Monitor the daily schedule for safe pick-up and delivery of children.
- Maintain records of checks completed by bus drivers.
- Monitors vehicles for cleanliness.
- Maintain records of vehicle maintenance and repair.
- Maintain records of sites maintenance and repair.
- Monitor bus evacuation drills.
- Develop a routine maintenance schedule for vehicles and equipment with the assistance of the sanitarian.
- Develop Facilities Plans in response to sanitarian inspections in cooperation with other team members.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Assist with monitoring of site interiors and exteriors for safety hazards.
- Coordinate the use of additional temporary and/or seasonal maintenance staff or volunteers.
- Respond to afterhours emergency calls.
- Provide or arrange for training for transportation and maintenance personnel.
- Provides transportation for children of one Center.
- Report any accident to the Head Start Director and law enforcement, complete all report forms.
- To implement 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 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 participate in the Head Start program's random drug and alcohol testing system.
- To accept other job related duties as assigned by the Head Start Director.

**GENERAL INFORMATION:** A complete application shall consist of CCCC Application for Employment, cover letter, resume, 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 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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