



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

**Vanessa Thomas**  
Human Resources Director

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**VACANCY ANNOUNCEMENT**

**Position Title:** Head Start Bus Monitor (Part-time)  
**Supervisor:** Head Start Safety & Facilities Officer  
**Opening Date:** June 21, 2019  
**Closing Date:** Open Until Filled  
**Salary:** DOQ/9 Month Appointment

**QUALIFICATIONS:**

- Minimum of High School Diploma or GED required.
- 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.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

*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.
- 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 by the Supervisor during the school year (9-month appointment).

**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 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 Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1124 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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CCCC is an EO/AA college.