

JOB ANNOUNCEMENT

TITLE: Head Start Bus Driver/Custodian/Aide

OPENING DATE: March 13, 2008

CLOSING DATE: March 27, 2008

LOCATION: Nett Lake Early Childhood Programs Center

STARTING RATE & GRADE: \$8.60 per hour (N-4)

IMMEDIATE SUPERVISOR: Family & Community Services Manager

Job Summary: Incumbent transports children to and from Head Start, performs routine bus inspections and orders maintenance, and implements the Head Start Transportation regulations. Incumbent performs routine custodial maintenance in the Nett Lake Head Start Child Care Center. (Major custodial maintenance is the responsibility of the Nett Lake School Custodial staff under conditions of the lease.) Incumbent serves as relief aide in both the Head Start and Child Care rooms. Experience or background in Native American Programs preferred.

Educational / Experience Requirement: High School diploma or equivalent required. Demonstrated ability or relevant work experience may be substituted for education.

Qualifications:

1. Must possess or be willing to get a Commercial Drivers License within 30 days of hire.
2. Must be willing to attend Defensive Driving or other job related training.
3. Must submit to random drug testing as required under the Head Start Transportation regulations.
4. Must be able to perform the necessary physical requirements of the position.
5. Must be able to maintain an effective work relationship with other staff, parents and the community.
6. Must be willing to assist teachers with infants, toddlers and preschoolers.
7. Must have knowledge of values, lifestyles and culture of Ojibwe people, and ability to work in inter-cultural situations and environments. Knowledge of Bois Forte families preferred.
8. Current or former Head Start parent preferred. 45 CFR 1304.52 (b) (3).

DUTIES AND RESPONSIBILITIES:

1. Safely transport children on morning and afternoon Head Start bus runs, and children, staff, parents and chaperones to and from planned Head Start activities.
2. Supervise the loading and unloading of children with the bus aide.
3. Perform daily routine bus inspections, keep vehicle filled with gas, check oil and keep vehicle clean.
4. Assist in planning the bus routes.
5. Complete and follow-up on necessary accident/ incident reports.
6. Assist bus aide in documenting communication with parents.
7. Complete vehicle purchase order for repairs, ensure completion of repairs in a timely manner.
8. Maintain and submit records such as preventative maintenance log, mileage and fuel log.
9. Schedule and implement bus evacuation drills.
10. Familiarize self with and implement the Head Start Transportation Act.
11. Promote children's learning by openly communicating and interacting with them on bus.
12. Know necessary protocols for transportation of children with special needs, as necessary.
13. Responsible for cleaning and replenishing custodial supplies in the Head Start and Child Care centers, the reception and office areas, and other areas used by the Program. The custodian will maintain the cleaning cart and inventory the supplies annually.
14. Assist building custodians as necessary in maintenance of early childhood areas.
15. Label all cleaning supplies, maintain cleaning cart, and replace paper products as necessary.
16. Assist Head Start/ Child Care staff as needed in the classrooms.
17. Attend training pertinent to duties according to Staff Development Plan.
18. Attend staff meetings and related planning sessions. Must keep CPR and First Aid up-to-date. Must have a complete physical including a TB test upon hire, and annually thereafter.
19. Must maintain confidentiality and adhere to the Bois Forte and Program Code of Ethics.
20. Perform other duties as required by the regulations, policies, and procedures of the Program, or as assigned by Supervisor.

Pre-employment drug testing applies.

All applicants will be subject to a suitability background investigation.

INDIAN PREFERENCE WILL APPLY.

Submit application to: Human Resources Director, Patti Wilkie, P.O. Box 16, Nett Lake, 55772. Please visit our website at www.boisforte.com to download an application.