



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JULY 19, 2012

#79-12

VACANCY ANNOUNCEMENT

DEPARTMENT: HEAD START
JOB TITLE: BUS MONITOR
SALARY: \$8.74 PER HOUR
CLOSING DATE: AUGUST 6, 2012 AT 5:00 PM

GENERAL RESPONSIBILITIES:

A. Serve as a bus monitor on assigned bus runs.

EXAMPLES OF DUTIES:

1. Treat all children, parents, and co-workers with dignity and respect.
2. Attend all staff meetings and recommended training programs and workshops.
3. Be punctual for all bus runs.
4. As bus monitor, will follow the procedure that the Head Start Bus driver has established.
5. Gather children of assigned bus run from their classrooms and assist them in boarding the bus.
6. Assist the bus driver in maintaining an accurate bus roster and in ensuring that day to day bus route changes are followed through with.
7. Participate and interact with children in a positive way throughout the day.
8. Ensure safe transportation of Head Start children while riding the bus to and from specified destinations.
9. Make sure all the children obey all the safety rules while riding the bus.
10. Accompany children across the road and assist children in boarding the bus.
11. Observe that all children on assigned bus run enter their classrooms safely upon arrival at the Center.
12. Attend staff meetings and any required trainings.
13. Other duties as directed.

QUALIFICATIONS:

- High School Diploma or GED or enrolled in secondary education program.

- Must have a pre-employment physical examinations (completed not more than one (1) year prior to employment, and drug test including a test for tuberculosis (TB Skin test.)
- Able to pass a criminal background check as required by tribal, local and federal law.
- Must have a valid and current Driver's License.
- Must have a valid First Aid/CPR cards or ability to obtain within 90 day probationary period.
- Good communication skills, oral and written.

DESIRABLE CHARACTERISTICS:

- Knowledge of and appreciation for minority cultures and persons from low-income families.
- Self-starter, team leader, and problem solver.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

Or

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.