



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669 1320 • Fax (928) 669-5263

Eldred Enas, Chairman

VACANCY ANNOUNCEMENT

SEPTEMBER 11, 2012

#98-12

DEPARTMENT: C.R.I.T .HEAD START

POSITION: TEACHER ASSISTANT/BUS MONITOR

RESPONSIBLE TO: EDUCATION/MENTAL HEALTH SPECIALIST-TEACHER
ASSISTANT, TRANSPORTATION/MAINTENANCE SPECIALIST-
BUS MONITOR

SUPERVISORY RESPONSIBILITY: NONE

SALARY: 1720 HOURS

HOURS: MONDAY THRU FRIDAY, 7:20 A.M. TO 3:20 P.M. AND FLEXIBLE

CLOSING DATE: SEPTEMBER 27, 2012

GENERAL RESPONSIBILITIES:

- Assist teacher and volunteers in planning, preparing, and conducting classroom activities and working with children
- Work in cooperation with all other teachers as requested and need arises
- Serve as a bus monitor on assigned bus runs

EXAMPLES OF DUTIES:

- With the teacher's supervision, develop and lead classroom activities for children two weeks out of each month.
- Assist in planning and implementing the education program under the supervision of the teacher.
- Assist with the general housekeeping duties.
- Assist with the home visit in compliance with Head Start regulations.
- Attend all staff meetings and recommended training and workshops, including some out -of-town training.
- Follow directions given by assigned bus driver during bus runs.
- Participate and interact with children in a positive way throughout the day.
- Respond to situations that pose safety threats to children using First Aid/CPR techniques or by following other established procedures.
- Supervise children on assigned bus runs.

- Assist children in boarding and exiting bus. Accompany children across roadways as necessary.
- Ensure that all children on assigned morning bus run get safely into their classrooms when they arrive at the Head Start Center.
- Attend all parent meetings and assist teacher.
- Other duties as directed.

QUALIFICATIONS:

- High school diploma or G.E.D.
- AA/AAS degree in Early Childhood Education (ECE) must be obtained by October 1, 2011
BA/BAS in ECE must be obtained by September 30, 2013
- Applicants who provide documentation of previous job experience with a 0-6 year old children will be given a preference.
- Must be able to provide a written letter of reference from a previous employer of not less than 6 months that positively speaks to their attendance record and job attitude.
- Must be literate, oral and written, in English. A written test will be given in English/
- Must provide a pre-employment drug test.
- Annual physical exam and TB skin test.
- Must have valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.
- Maintain a current and valid driver's license and reliable transportation.
- Able to pass a criminal background check as required by tribal, local, and federal law.
- Maintain punctual and dependable work attendance.
- Must have a valid C.R.I.T. food handler's card and must remain current.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344**

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.