



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.  
PARKER, ARIZONA 85344  
(928) 669-1320 • Fax (928) 669-5263  
Eldred Enas, Chairman

**MARCH 15, 2012**

**#29-12**

### **VACANCY ANNOUNCEMENT**

**DEPARTMENT:** HEAD START PROGRAM

**JOB TITLE:** TEACHER ASSISTANT/BUS MONITOR

**SALARY:** \$9.71 PER HOUR (1720 HOURS)

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

**CLOSING DATE:** MARCH 30, 2012 AT 5:00 P.M.

#### **GENERAL RESPONSIBILITIES:**

The Teacher Assistant/Bus Monitor's primary responsibility is to assist the teacher and volunteers in planning, preparing and conducting classroom activities and working with children. Work in cooperation with all other teachers as requested and as need arises. Serves as a bus monitor on assigned bus runs.

#### **EXAMPLES OF DUTIES:**

- Under the supervision of the teacher, 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 visits in compliance with Head Start regulations.
- Attend all staff meetings and recommended training and workshops, including some out of town travel.
- 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 and accompany children across roadways as necessary.

- Ensure that all children on assigned morning bus runs get safely into their classrooms when they arrive at the Head Start Center.
- Attend all parent meetings to assist teacher.
- Perform other duties as directed.

**QUALIFICATIONS:**

- High School diploma or G.E.D.
- AA/AAS Degree in Early Childhood Education (ECE) must be obtained by required deadline. BA/BS in ECE must be obtained by specified deadline.
- Applicants who provide documentation of previous job experience with 0-6 year old children will be given 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.
- Maintain punctual and dependable work attendance.
- Must pass a pre-employment drug screening.
- Must comply with an annual physical exam and TB skin test.
- Must have a valid First Aid/CPR card or ability to obtain within 90 days of employment and renew upon expiration for the duration of employment.
- Must possess a valid Driver's License and reliable transportation.
- Able to pass a criminal background check as required by tribal, local and federal law.
- Must have a valid CRIT Food Handler's card and renew upon expiration for the duration of employment.

**APPLY:**

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

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.