

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7838109

Date Posted: 08/04/08

POSITION NO: 945297

Closing Date: OUF

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver**

DEPARTMENT NAME: NAVAJO HEAD START/CROWNPOINT AGENCY

DEPARTMENT NO: 783 WORKSITE LOCATION: Smith Lake, NM

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N580A

Days: Monday - Friday Permanent: SALARY: _____

Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ _____ Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Drives bus to transport head start children to and from centers and return to home, and to assigned activity areas; performs before and after travel bus inspections for maintenance and repairs to ensure bus complies with safety and transportation regulations; checks fire extinguishers; maintains log by recording mileage, fuel and maintenance expenses; checks and maintains level of oil and water.

Maintains discipline, safety and comfort of children according to appropriate policies, rule and regulations; reports delays or accidents; directs loading and unloading of passengers; reports any problems with bus that need repairs or servicing; conducts and participates in bus and safety drills and presentations; prepares required reports; attends meetings; communicates with parents and program staff regarding program activities.

In addition to the above, may be required to participate in classroom instruction, provide assistance in the supervision of children, and assist with the preparation of meals and snacks based on Head Start Program guidelines; prepares supplies and materials for activities; maintains clean safe environment, cleans and sanitizes classroom, toys, kitchen and restrooms; sweeps and mops floors, and takes out trash; meets with parents for conferences.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Commercial Driver's License.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and local traffic regulations and practices for transportation of school children; knowledge of the inspection, operation and preventive maintenance of school buses; knowledge of Head Start Program policies, practices and procedures; knowledge of preparation of age appropriate learning and socialization activities; knowledge of early childhood educational methods and practices; skill in safely transporting Head Start Program students to and from their homes; skill in monitoring and modeling behavior of Head Start Program students; skill in utilizing effective written and verbal communication in the development of activities, maintaining records, files and reports and working with parents of students; skill in maintaining a clean safe environment; skill in public relations techniques in responding to inquires and complaints; and skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must pass a criminal background investigation, fingerprinting, employee assessment and a physical examination prior to employment. Within 90 days of employment must obtain a Bus Drivers Certificate, a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate and a Food Handler's Permit.

UNION POSITION**

"VETERANS' PREFERENCE APPLIES"

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99