

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-076 **Issue Date:** 02-26-18 **Closing Date:** 03-15-18

Bus Driver/Classroom Aide

(2) Positions

Head Start

Department of Human Services

Hourly Wage: Bus Driver: \$12.58/Classroom Aide: \$10.87/Regular/Full-Time

Job Site/Location: 1-Wapato, 1-White Swan,

BUS DRIVER: Position is responsible for transporting students to school services and extracurricular activities. The bus driver will ensure children are transported in a safe, timely and appropriate manner in accordance with Yakama Nation Head Start Policy and Office of Head Start Performance Standards.

CLASSROOM AID: Responsible to assist a classroom teacher involving instruction and supervision of young children in an early childhood setting. Assists to provide high quality, integrated services to children and their families that leads to the overall development of the children enrolled in the Head Start program. Work is performed in accordance with the Head Start Performance Standards.

Knowledge, Skills and Abilities:

Bus Driver:

- Knowledge of basic safety rules applicable to operation of electrical and battery powered equipment.
- Knowledge of standard cleaning practices and procedures.
- Knowledge of Material Safety Data Sheets (MSDS) that are required to be provided with all cleaning substances; ability to read and understand them.
- Knowledge of operations and maintenance of school buses.
- Knowledge of cultural background and heritage of Head Start families.
- Ability to operate commercial vehicles including buses, hand tools, power tools, fire extinguishers and other safety equipment.
- Ability to perform necessary day-to-day functions to ensure vehicle is operational and safe.
- Ability to establish and maintain effective working relationships with co-workers, parents, students and others encountered in performing duties.
- Ability to perform tasks requiring physical strength, agility and dexterity.
- Ability to physically assist children on and off the bus.

Bus Driver/Classroom Aide:

- Knowledge of Head Start Performance Standards and Yakama Nation Personnel Policies and Procedures.
- Knowledge of Early Childhood Education developmental milestones.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Ability to maintain standards of professionalism, in dress, appearance, attitude and presentation at all times.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic.
- Ability to communicate effectively with individuals and groups, both orally and in writing.
- Ability to operate necessary equipment such as a computer, telephone, copier, fax and laminator.
- Ability to be flexible in work schedule and assignments.
- Ability and willingness to participate in staff development activities.
- Ability to sustain long periods of standing, walking, stooping and kneeling.
- Ability to articulate clearly, hear and see.
- Ability to use hands and fingers to handle, feel or operate objects and equipment and reach with hands and arms.
- Ability to work with the public.

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General Recruiting Indicators:

Bus Driver:

- Must have at least 5 years of experience driving a passenger vehicle and must have experience working with children.
- Preference given to past/present Head Start parents who meet the qualifications.
- Must possess a High School diploma or equivalent with preferred work/volunteer experience with custodial duties.

Classroom Aide:

- Must possess a high school diploma or equivalent OR preferred Washington State Early Childhood Education Initial Certificate or Child Development Associate Certificate.

Special Requirements:

Bus Driver:

- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers Permit.
- Must possess a Commercial Driver License (CDL) with passenger (P) and school bus (S) endorsements.
- Must not have personal driving privileges revoked or suspended as a result of a moving violation or have commercial driver license disqualified, suspended or revoked within the preceding five years.
- Must not have three or more speeding tickets or other serious motor vehicle violations, including any alcohol related offenses within the preceding five years.
- Blood Borne Pathogen Certificate or obtain one within 6 months of hire.
- Must have ability to lift up to a maximum of 70 pounds.
- Must be physically able to drive and maintain bus as required.

Bus Driver/Classroom Aide:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Must have experience working with young children.
- Enrolled Yakama preference.
- Must have current First Aid/CPR card or be able to obtain one within 6 weeks of hire.
- Must have current Food Handler's Card or be able to obtain one within 6 weeks of hire.
- Must have physical exam and TB screening or be able to obtain one within 6 weeks of hire.
- Preference will be given to past/present Head Start parents who meet the qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.