



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

**JOB TITLE:** Quileute Head Start Bus Monitor  
**SUPERVISOR:** Head Start Director  
**ORGANIZATION:** Quileute Tribe  
**LOCATION:** La Push, WA  
**SALARY:** DOE/Q  
**CLOSES:** October 13, 2020 or until filled

## Major Duties and Responsibilities:

- Must have great attendance and punctual to work
- Monitors and maintains control of the students
- Acts as a positive role model and enjoys working with Head Start children, families and staff
- Attends all pre-approved training as needed
- Writes accident and injury reports as necessary
- Keeps daily bus changes and reports such changes to the bus driver
- Keeps a running track of all children that enter and leave the bus, and ensures that all Head Start policies are followed
- Assists the bus driver in supervising children when arriving early to the Head Start center until teachers are ready
- Distributes all paperwork to families sent by the teachers or other staff
- Ability to establish and maintain an effective, positive working relationship with staff, children, parents, teachers, tribal elders, and the community
- Assists the children on and off the bus, and must get off and on the bus
- Abides by the policies and procedures of the Quileute Head Start and the Quileute Tribal Council
- Assists in keeping the bus cleaned
- Assists in the office and in the classroom as needed
- Keep accurate documentation of ALL communicating with families
- Other duties as assigned

## Qualifications:

- High School Diploma or GED. Or working towards GED or High School Diploma, with the stipulation of completing within one year of being hired. If not completed will be immediately self-terminated
- Previous work with children in an educational setting
- First Aid and blood borne pathogens training
- Food Handlers certificate
- CPR training and certificate
- Yearly physical w/TB screening
- Positive Background checks which include no record of child abuse or neglect
- Valid Washington State Driver's License

**WIA eligibility, (WORKFORCE INVESTMENT ACT)/ WEX Work Experience**

- a. Eligibility is determined **only** at the Quileute WIA office once all of the required paperwork has been completed (as per regulations).
- b. JTPA participants must be: Native American, Native Alaskan or Native Hawaiian. Participants must be either: Unemployed, under employed or Economically Disadvantaged.
- c. CERTIFICATION (as Indian) must accompany all Intake Packets (with no exception) either in the form of a CIB or an Enrollment Card.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening, criminal background and finger printing prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect details as necessary to describe the principle functions of this job, level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

**HOW TO APPLY:**

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350

**Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.**

**Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.**