



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



Quileute Tribe Job Description

Quileute Tribe Head Start Bus Monitor

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

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

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s)
7. Driver's License

NOTE: *Incomplete applications will not be considered.*

Position: **Head Start Bus Monitor**
Supervisor: Head Start Director
Location: Quileute Head Start Building
Work Info: Part Time/Spilt shift 17 HRS./Week (M-TH), 7:00-9:30 a.m./3:30-5:15 p.m.
Salary: DOQ/E

POSITION SUMMARY:

The Head Start Bus Monitor supervises children during bus rides to ensure safety of all children, and monitor/corrects student behavior to ensure all children follow bus ride safety rules and protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assistant Children both on and off the bus
- Ensure all students are secured properly in their seats, including they are fasted seat belts.
- Assist with daily bus cleaning.
- Assist the bus driver with communicating with parents enroute.
- Attends pre-approved training as needed.
- Writes accidents that incident reports as needed.
- Keep daily bus changes and reports changes to the bus driver.
- Keep a running track of all children that enter and leave the bus ensure that all head start policies are followed.
- Assists bus driver in supervising children when arriving early to the head start center until teachers are ready.
- Distributes all paperwork to families sent by teachers and other staff.
- Ability to establish and maintain an effective positive working relationship with staff, children, parents, tribal elders, and community.
- Assistant in office and classroom as needed.
- Abides by all the Head Start policies and procedures per the Quileute Head Start and Quileute Tribal Council.
- Keep accurate documentations.
- Other duties as assigned.

PHYSICAL DEMANDS:

- Effective communication skills with staff and parents.
- Able to lift 40 pounds.

QUALIFICATIONS:

Minimum / Preferred Qualifications:

- **Current Washington State Driver License or ability to obtain in 3 months**
- **High School Diploma or GED, or ability to obtain in one year.**
- **Complete TB as required.**

- **Maintain current Food Handlers card.**
- **Complete HIV/AIDS training and annual blood borne pathogens training as required.**
- **Have background clearance as required under WAC 110-06. Including Tribal background, as applicable.**

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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 Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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