



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Classroom Aide/Bus Driver (Seasonal)  
**SALARY:** \$10.67 - \$13.79 per hour, Depending on Education  
**REPORTS TO:** Early Childhood Education Specialist  
**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** Assist the lead teacher in the delivery of educational services to approximately twenty children and their families, who are enrolled in the Head Start program. This position is responsible for ensuring the safe transportation and supervision of children during delivery to and from Head Start on a daily basis.

## MINIMUM QUALIFICATIONS (Education and Training):

- A.A. Degree in Early Childhood Education, with six (6) months of teaching in a preschool setting; **OR**
- One year Early Childhood Education Certificate with nine (9) months of teaching in a preschool setting with the ability to obtain an Associates degree in Early Childhood Education in one (1) year.
- Nine months of satisfactory employment experience with a preschool program, with a minimum of 6 months in the classroom will be given preference.
- Must have maintained a substance free lifestyle for the last year and continue maintaining during employment, and be willing to sign and adhere to the Tribes Substance Abuse Policy and the Head Start's Healthy Lifestyle Policy in addition to submitting to program testing procedures.
- Must provide evidence of successful clearance of a signed criminal history and background information inquiry that indicates no conviction of child abuse and neglect or serious felony prior to reporting to work. Continued employment is contingent upon clearance on an ongoing basis.
- Health Clearance, negative TB test and able to obtain First Aid and CPR certification within three (3) weeks of employment with the program and Food Handler's permit within 10 days of employment.
- Must be eligible for the Colville Tribes insurance and must possess a Class "C" CDL driver's license with an "S" Passenger endorsement.
- Current/Former Head Start Parents will be given preference if the current/former parent meets the minimum qualifications

## RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Assist in the development of individual rates of development as well as individual interest, temperaments, languages, cultural backgrounds and learning styles.
- Experience in daily pre and post bus inspection reports, monthly bus reports, child transportation logs, bus schedules, child observations and child progress and planning reports.
- Experience in providing Early Childhood Development information to parents and community partner through meetings, home visits and parent/teacher conferences.
- Knowledge of local tribal culture and reservation lifestyles.
- The employee occupying this position must be able to work with preschool age children and children with disabilities.
- Must possess the ability to demonstrate nurturing qualities, patience, genuine empathy, calmness in emergency situations, and excellent communication skills.
- Must have experience in Early Childhood practices and developmental milestones of preschool age children.
- Must have the ability to drive a school bus safely in accordance with federal and state transportation guidelines.
- Experience in record keeping and reporting, preferred.
- Must demonstrate knowledge of reservation lifestyle and culture.

**NOTE:** This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post accident, and random drug testing.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE:** **Open Until Filled**, however for first review consideration, applications **MUST** be received in the Human Resource Office by, **Friday July 24, 2009, by 4:00 p.m.**, or be postmarked by that date.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
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