



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

POSITION: Classroom Aide/Bus Driver On-Call Substitute

SALARY: \$9.00 per hour/without benefits

REPORTS TO: ECE Specialist

LOCATION: Head Start, Inchelium, Keller, Nespelem, and Omak, Washington

BASIC FUNCTIONS: This position will assist the classroom staff in the delivery of education services to children, ages three to five, enrolled in the Head Start Center. Duties include, but are not limited to: assist with planning and implementation of individual, small and large group activities. Incumbent works cooperatively with Bus Driver and Classroom staff in transporting children.

MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED; **OR** be willing to obtain within six (6) months of employment.
- Must have satisfactory experience with a preschool program.
- 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 able to maintain strict confidentiality with program information and sign an Oath of Confidentiality.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribe's vehicle insurance (preferred).
- Must possess a class "C" CDL driver's license with an "S" Passenger endorsement or be able to obtain within 90 days of employment (preferred).
- Current/Former Head Start Parents will be given preference if the current/former parent meets the minimum qualifications.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Ability to assist with the supervision of children at all times under the direction of the teacher and take independent action to support learning and safety with children.
- Ability to assist with preparation and teaching of activity plans to children on a daily basis for individual, small group, large group and meal times.
- Ability to assist in maintaining a clean, safe and healthy classroom setting.
- Ability to greet parents and other visitors in a positive manner.
- Ability to assist with the supervision of children on the bus to and from Head Start.
- Must be open to learning about Early Childhood Education/Child Development from the teachers at head Start, as well as participating with formal training methods in this area.
- Ability to assist with preparation of meals and janitorial duties as needed.

Note: This position has been identified as a "Safety Sensitive" position. Pursuant to the 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 continuously.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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JJ-5875