



Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awáŋwičhayaŋka Óítħačhaŋ
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POSITION:

**(1) BUS DRIVER/CUSTODIAN/MAINTENANCE
(Cannonball Center)
STANDING ROCK 0-5 Program**

SALARY RANGE: (\$10.87-\$13.58) PER HOUR + ANNUAL AND SICK LEAVE
(Nine-9 month position)

OPENING DATE: November 10, 2016

CLOSING DATE: November 29, 2016

SCOPE OF POSITION:

To provide safe transportation for the Head Start children assuring that each child is picked up and delivered on schedule. To provide a safe environment to maintain upkeep and clean center, grounds and buses. Submit monthly bus reports. Adhere to the Standing Rock Sioux Tribe and Standing Rock 0-5 Head Start policies and procedures. Follow the Head Start Performance Standards guidelines.

DUTIES AND RESPONSIBILITIES:

A. BUS DRIVING:

1. Transport children to and from Head Start Centers efficiently and safely.
2. Ensure all children wear seat belts or are placed in appropriate (age and weight) car seats and belted in on every transport.
3. Perform daily sign in and sign out sheets of children riding the bus, accounting by name of children getting on and off the bus.
4. Always have another staff member accompany you on the bus as a bus monitor, then complete a bus walk through to ensure that no child is ever left on the bus.
5. Keep a daily log of mileage, perform a daily pre and post trip inspection on the bus. Clean the interior and exterior of the bus on a daily basis or as needed then report any bus repairs to the Center Supervisor-Lead Teacher and Facilities Transportation Maintenance Manager.
6. Ensure the bus monitor assists every child by holding their hand while boarding and existing the bus. During each bus run an adult must be visible when picking up and dropping off the child at their destination (see Transportation and Facilities Management Policy).
7. Follow all state CDL regulations in regards to school buses in maintaining safety regulations during all bus runs and trips.
8. Ensure you always keep the health and safety of the child a priority during your daily bus trip.
9. Ensure you plan with the center staff that all center children receive Annual Fire and Pedestrian safety training as part of the School Curriculum and Injury Prevention initiative work closely with Center Supervisor-Lead Teachers and Facilities Maintenance Manager.

Níktič'íčhiyapi ki Wówašečhuŋpi Uŋ patŋaŋpi
"Promoting Self-Sufficiency through Employment"

B. CUSTODIAL CARE:

1. Clean the entire Center daily, empty and clean garbage can daily.
2. Clean classroom floors and bathrooms daily, disinfect bathroom sinks and toilet bowls daily. And shampoo all center carpets bi-weekly or as needed.
3. Ensure all necessary cleaning supplies are stocked and ready to use. Complete an inventory of all cleaning equipment to ensure you have necessary equipment on hand.
4. You will be required to mow the center lawns, grass and shovel snow off the sidewalks as needed.
5. Ensure indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous material and conditions as guided by the Head Start performance standard 1304.53(a)(10)(vii).
6. Order well in advance janitorial supplies to ensure a continuous supply on hand.
7. Bus Driver shall update the fire evacuation plan on an annual basis and conduct monthly fire exit drills as required by the Performance Standards.
8. Assume any other duties as assigned by Center Supervisor-Lead Teacher.

C. MAINTENANCE WORKER:

1. Operates snow removal equipment. Mow lawns using hand and self-propelled lawn mowers.
2. The Bus Driver shall update the center fire plan annually. A copy of the plan and escape route should be forwarded to the Facilities Transportation Maintenance Manager and posted in a conspicuous place at the center (Mark where fire extinguishers are on plans).
3. Per the current Life Code, at least two (2) fire drills should be conducted during the first two (2) weeks of school and eight (8) fire exit drills additionally conducted during the remainder of the school year (section 31-3.1 LSC). The outcome/response time should be documented, the original report submitted with monthly reports to the Center Supervisor-Lead Teacher and FTM Manager for monthly reporting and copy retained on file at the center.
4. Ensure an appropriate number of smoke detectors are installed and tested regularly on a monthly basis in accordance with Head Start Performance Standard 1304.53 (a)(10)(vi).
5. All portable and fixed fire extinguishing systems must receive monthly visual operations check, with the person who performs the check initialing the attached monthly maintenance tag. The equipment must receive annual operations and maintenance by qualified personnel.
6. Emergency lighting equipment (power pack or high-powered flashlight) should be checked for proper operation on a monthly basis.
7. Review the SRST Environmental reports that address the buildings and playgrounds within your center, after review complete a plan of action to correct any deficiencies within the report and meet with Center Supervisor-Lead Teacher for immediate follow up. Provide report to central office.
8. Ensure exits are clearly visible and evacuation routes are clearly marked and posted, so the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures) as guided by the Head Start Performance Standards.
9. Flammable and other dangerous materials and potential poisons are stored in lock cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons. All medication including those required for staff and volunteers are labeled and stored under lock and key, refrigerated if necessary and kept out of reach of children as guided by the Head Start Performance Standards.
10. Ensure there are approved, working fire extinguisher are readily available in accordance with 1304.53 (a)(10)(v) guided by Head Start Performance Standard.
11. Complete monthly reports and submit to Center Supervisor-Lead Teacher and a copy to the Facilities Transportation Maintenance Manager to ensure regulations and compliance

in this content area.

12. Attend monthly parent meeting as requested and provide transportation to the parent meetings as requested.

QUALIFICATIONS:

1. Must have a Valid Driver's License (14 passenger bus) or a Commercial Driver's License with School Bus Endorsement and a safe driving record (no DUI's within the past 3 years).
2. Must have a minimum of a High School Diploma/GED Certificate or show proof applicant is working on a HS or GED Certificate.
3. Must be able to maintain records on care and use of the bus.
4. Must have a desire to work with young children.
5. Applicant must submit at least three (3) references which included former employers and personal acquaintances. Contacts must relate to the potential employee's character, emotional stability and competence. References must be in the form of a written letter.
6. The Tribal interview panel which includes the Head Start Director and Policy Council will interview the qualified applicant meeting the requirements.
7. Experience using cleaning chemicals and doing custodial work.

JOB REQUIREMENTS:

1. Must complete a Federal DOT physical examination. TB skin test or X-ray before hired and update annually.
2. Applicant must sign the necessary paperwork to permit a background check at the Federal, State and Tribal level; that applicant has never been convicted of Child Abuse/Neglect or any violent crimes.
3. Must follow program policies on time and attendance.
4. Must complete CPR and First Aid training within thirty (30) days of hire.
5. Applicant must sign and follow Head Start Standards of Conduct.
6. Must adhere to the state DOT Drug Testing and SRST Drug and Alcohol policies.
7. Must be able to work independently.
8. Will participate in training provided for this position.
9. Will practice good public relations with parents and the community; including attending center staff meetings and parent meetings as requested.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITION ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER

No Tribal housing is available. The incumbent will work under the supervision of the Center Supervisor-Lead Teacher. The position is located at the Cannonball Center, Cannonball, ND.

APPLICATIONS:

Submit a Tribal Application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538

ALL APPLICATIONS RECEIVED AFTER 4:30 PM OF THE CLOSING DATE WILL NOT BE CONSIDERED.