

JOB DESCRIPTION

Position: Bus Aide
Department: Tribal School
Supervisor: Principal
Compensation Range: \$12/hr/Non-benefited

POSITION SUMMARY:

Monitors children during the daily transportation to and from the Tribal School on scheduled school days and field trips, assisting with bus safety including proper seat belt usage. Monitors safe bus loading and unloading. Assists the bus driver to ensure the safety and cleanliness of the Tribal School vehicles and documenting all parent contacts. Acts as a team member with all Tribal School staff, volunteers, and parents. Participates in child development training workshops and in-service training activities, as needed. Assists with parent volunteers on the bus. Other duties as assigned to promote the efficiency and effectiveness of the Tribal School.

JOB DUTIES AND RESPONSIBILITIES:

1. Must love children.
2. Ability to communicate effectively (orally and in writing).
3. Ability and willingness to maintain absolute confidentiality of sensitive information.
4. Willingness to obtain CPR and first aid certification.
5. Must pass extensive background investigation prior to employment; No misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or an elder.
6. One or more years experience working with young children.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit a Tribal application and resume to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at www.cdatribe-nasn.gov/hr.shtml or call 208/686-4068.