

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE74915517

DATE POSTED: 05/29/18

POSITION NO: 945232

CLOSING DATE: 06/15/18

POSITION TITLE: Head Start Bus Driver

DEPARTMENT NAME / WORKSITE:	<u>NAVAJO HEAD START / WINDOW ROCK III, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP:	<u>AP59A</u>
WORK HOURS: <u>8 A.M. - 5 P.M.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 20,646.00 PER ANNUM</u>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input checked="" type="checkbox"/>	DURATION :	<u>\$ 13.95 PER HOUR</u>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

According to appropriate policies, rules, regulations, the Head Start Bus Driver transports, picks-up, drops-off Head Start students to their destination within scheduled time; the driver conducts routine maintenance checks and upkeeps to ensure preventive, safety, and security to transporting children to and from their destination. Using effective and efficient compliance measures and inspections to maintain Head Start Center operation is pertinent to the HS program and the HS children; works closely with Head Start center staff to promote and maintain a child-safe environment, proactively engaged in educational/classroom/transportation functions keeping consistent discipline, comfort, security, protection of small children. Reports delays, accidents, or incidents and other concerns regarding child health, behavior, emotion, and physical well-being. Works with small children to promote happiness, wellness, learning, discovery, adapting, harmony, etc. Physically assist children in securing safety precautionary measures; safety seats evacuation drills, bus transportation and order, prevention of all injuries, accidents, abuse, abandonment and neglect; oversees, trains, and teaches parents on bus safety. Classroom assistance; assists to prepare materials/supplies for activities, prepare meals, cleans/sanitizes classroom, kitchen, bathrooms; Head Start recruitment, parent/staff conference/training; performs related and other work assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED.

**Special Requirements:**

- Possess a valid Commercial Driver's License with Passenger and School Bus Endorsement.
- A favorable background investigation.
- Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of early childhood development/education; knowledge of laws, regulations, and tribal policies on child care; knowledge on Navajo culture and traditions. Ability to nurture, motivate, teach, and influence children three to five years of age children; ability to display mature patience and understanding; ability to work extended and flexible work hours; advanced skill to communicate and communicate in the Navajo and English language.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**