THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE76023997 | DATE POSTED: 06/10/22

POSITION NO: 945426 | CLOSING DATE: 06/27/2022 by 5pm

POSITION TITLE: **HEAD START BUS DRIVER**

DEPARTMENT NAME / WORKSITE: DODE/NAVAJO HEAD START/STANDING ROCK, NM

WORK DAYS: Monday - Friday | REGULAR FULL TIME: ☐ | GRADE/STEP: BT59A

WORK HOURS: 40 hrs. / week | PART TIME: ☐ NO. OF HRS./WK.: | $ 34,848.72 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☑ DURATION : | $ 16.69 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

In accordance with appropriate polices, procedures and regulations, the HS Bus Drivers pick-up, transport, drop-off Head Start children to their destination within scheduled time; the driver completes required bus inspection, maintenance, preventive care, safety and operation measures and inspections; works closely with Head Start Center staff to ensure a child-safe environment, proactively engages in educational/classroom/transportation functions to maintain discipline, comfort, security, protection of small children, reports delays, accidents, or incidents and other concerns regarding child health, behavior, emotion, and physical wellbeing, works with small children to promote happiness, wellness, learning, discovering, adapting, harmony, etc. Physically places children in 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: recruitment, Parent/Staff Conference/training; performs other related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED

Special Requirements:

Possess a valid Commercial Driver's License (CDL) with Passenger and School Bus Endorsement
Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire
Must possess a food handler's certificate, First Aid/CPR, and Fire Safety Certificate

<<A favorable background investigation>>

(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 of the 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; ability to understand 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.