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

| | | | |
|---|---|---|---|
| REQUISITION NO: | **DODE75215962** | DATE POSTED: | **08/03/18** |
| POSITION NO: | **945437** | CLOSING DATE: | **11/30/18** |
| POSITION TITLE: | **Head Start Bus Driver** | | |
| DEPARTMENT NAME / WORKSITE: | DODE / Navajo Head Start / Cornfields, AZ | | |
| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: ☐ | GRADE/STEP: AP59A |
| WORK HOURS: | 40 hrs. / week | PART TIME: ☐ NO. OF HRS./WK.: | $ 20,646.00 PER ANNUM |
| SENSITIVE | ☑ | SEASONAL: ☑ DURATION : | $ 13.95 PER HOUR |
| NON-SENSITIVE | ☐ | TEMPORARY: ☐ | |

**DUTIES AND RESPONSIBILITIES:**
According to appropriate policies, rule, and regulations, the Head Start Bus Driver transports, picks-up, drops-off Head Start children to their destination within scheduled time; the Driver completes required bus maintenance, preventive, safety and children to their destination within scheduled time; the Driver completes required bus maintenance, preventive, safely 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 well-being. works with small children to promote happiness, wellness, learning, discovering, adapting, harmony, etc...Physically 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 teach parents on bus safety. Classroom assistance: prepares materials/supplies for activities, meal preparation, 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:**
- A favorable background investigation
- 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.

***(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.***