

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7094359

Date Posted: 12/12/11

POSITION NO: 946599

Closing Date: 12/23/11

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver**

DEPARTMENT NAME: Navajo Head Start - Chinle Agency

DEPARTMENT NO: 709 WORKSITE LOCATION: Dennehotso, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: M - F

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: 9 months \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.48 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of routine difficulty driving a bus to transport children from home to center and return to home and assigned destinations according to time schedule; monitors conduct of passengers on bus to maintain discipline and safety; drives bus to transport Head Start children; performs before and after travel bus inspections for maintenance and repairs to ensure bus complies with safety and transportation regulations; checks fire extinguishers; maintains log by recording mileage, fuel and maintenance expenses; reports any problems with bus that need repairs or servicing; maintains discipline and safety of children on and around the bus; directs loading and unloading of passengers; conducts and participates in bus and safety drills and presentations; prepares required reports; communicates with parents and program staff regarding program activities; may be required to participate in classroom instruction, provide assistance in the supervision of children; provide assistance with preparing equipment, supplies and materials for educational activities; and assist with maintaining a clean safe environment for children.

MINIMUM QUALIFICATIONS:

A High School Diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

(To receive full credit for education/training, applicant must submit copies of diploma, degree, transcripts, certificates, permits etc.)

KNOWLEDGE AND SKILLS:

Knowledge of federal, state and Navajo Nation traffic regulations and practices for transportation of school children; knowledge of inspection, operation and preventative maintenance of school buses; knowledge of Head Start program policies, practices and procedures; knowledge of preparing age appropriate learning and socialization activities; skill in safely transporting Head Start children to and from their homes; and skill in maintaining a clean safe environment for children.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires lifting up to 50 pounds, carrying, stooping, bending, and working with children ages three to five years old while safely transporting, teaching and supervising Head Start program students; constant exposure to children and their sicknesses or diseases; exposure to chemicals and cleaning supplies.

LICENSE / CERTIFICATION REQUIREMENTS:

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a School Bus Driver Certificate, First Aid Certification, Cardiopulmonary Resuscitation (CPR) Certification, Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit.

UNION POSITION**

VETERANS' PREFERENCE APPLIES

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

Revised: 9/18/2006