

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Bus Monitor – Part-time
POSITION NUMBER: 02779
DEPARTMENT: Head Start
LOCATION: Varies
DIVISION: Governmental
RESPONSIBLE TO: Program Manager
SALARY: NE1 \$10.10/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: October 23, 2018
CLOSING DATE: Until Filled
Transfer Deadline: October 30, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will ride on the bus and monitor the children. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Check children on/off bus.
2. Assist in buckling and unbuckling seat harnesses.
3. Monitor and regulate student behaviors on the bus.
4. Assist with emergency evacuation procedures.
5. Assist Bus Driver with completing post trip checks to ensure no child is left behind on the bus.
6. Walk children to/from bus to the building.
7. Respond to emergencies.
8. Assist Bus Driver with route details when needed.
9. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; reach with hands and arms.
2. Occasionally stand, walk, bend/stoop, reach above shoulder level, carry and lift up to twenty-five (25) pounds.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION

Bus Monitor

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STANDARD QUALIFICATIONS:

1. Ability to read and comprehend simple instructions.
2. Ability to be able to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
3. Ability to make quick decisions in the case of an emergency.
4. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required with ninety (90) days of employment.
5. Ability to obtain Shaken Baby Syndrome training within ninety (90) days of employment.
6. Ability to obtain/maintain CPR and First Aid training as a condition of employment.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe s Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

- 1.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be at least 18 years of age.
2. Must have a High School Diploma, HSED Certification or GED Certification.

ITEMS TO BE SUBMITTED:

- 1.