

**APPLY IN PERSON AT:**  
Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



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

**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>

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Bus Monitor – Half-time (20 Hours)  
**POSITION NUMBER:** 03159  
**DEPARTMENT:** Head Start  
**LOCATION:** Varies  
**DIVISION:** General Manager  
**RESPONSIBLE TO:** Program Manager  
**SALARY:** NE2 \$10.52/Hr (NEGOTIABLE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** October 13, 2021  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** October 20, 2021  
**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. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. 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 2 step 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. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
7. Must be willing and able to obtain additional education and training.
8. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
9. 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 Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement.

#### **ITEMS TO BE SUBMITTED:**

1. High School, HSED Certification or GED Certification.