



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### *Red Cliff Tribal Council*

#### **JOB DESCRIPTION**

**POSITION:** Transportation Driver and Teacher Support

**LOCATION:** Red Cliff Early Childhood Center

**PROGRAM:** Head Start and Early Head Start

**WAGE:** \$10.00-\$14.00, depending on qualifications, plus benefits

**THIS IS A PART-TIME NON-EXEMPT POSITION/up to 40 hours per week**

**SUPERVISOR(S):** Head Start Director & Transportation Supervisor

**JOB SUMMARY:** Provide safe transportation to children riding the school bus and support to the Early Childhood Center classrooms.

#### **JOB DUTIES & RESPONSIBILITIES:**

1. Responsible for developing and keeping a current schedule for the safe transportation of Head Start children to and from the Center.
2. Must maintain and observe all current safety standards with regard to the vehicle and conduct of the children entering, riding, and exiting the bus.
3. Must maintain accurate daily mileage reports, file reports monthly.
4. Must maintain daily attendance reports on all children riding the bus.
5. Responsible for general maintenance and up-keep of the Head Start vehicles using licensed mechanic service.
6. Responsible for reporting any problems, accidents, or concerns that may affect the smooth and safe transportation of the children. These must be documented in writing.
7. Must enforce Head Start policies on required use of seat belts for all passengers, including self; all children must be placed in child safety restraints.
8. Must conduct and document daily pre-trip safety check on Head Start vehicle.
9. Must maintain accurate, up-to-date emergency contact info on all children riding the bus, including current photo.
10. Must conduct and document all required training regulations including annual on-board observation, annual behind-the-wheel and refresher classroom training for bus drivers.
11. Must maintain an organized method of documenting that federal and state transportation requirements are being met.
12. Assist when needed with playground and building maintenance

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13. Assist with attendance outreach.
14. Assist teachers in the classroom and outdoor learning environments with activities.
15. Must maintain staff file at ECC.
16. Responsible for obtaining a qualified substitute when absences are known ahead of time.
17. Attend monthly all-staff meetings
18. 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.

**SUPERVISORY AUTHORITY:** None

**KNOWLEDGE:** Must have knowledge of vehicle maintenance. Computer skills helpful; if computer training is needed, must be willing to learn. Knowledge of and ability to follow and apply the policies and procedures of the Red Cliff Band of Lake Superior Chippewa and Red Cliff Early Childhood Center. Knowledge of Red Cliff demographics, culture, history and lifestyles.

#### **QUALIFICATIONS:**

1. High school diploma, HSED or GED required.
2. Post-secondary training or education in early childhood development, willingness and ability to complete required early childhood courses as needed.
3. Must possess and maintain a valid Commercial Driver's License/with a School Bus & Passenger Endorsement; CDL must meet minimum Class C License Must have a vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.
4. Must provide consent for the ECC or Personnel Dept. to request a Driving Record from the WI Dept. of Transportation (form MV896) and pass the state driving record check EACH YEAR.
5. Must be 21 years of age or older.
6. Meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions; and, must pass a physical exam and TB test performed by a licensed medical provider
7. Ability to manage and relate to preschool children.

**PERSONAL CONTACTS:** Daily interaction with Head Start parents, children and ECC staff; occasional contact with mechanics and community members.

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**PHYSICAL AND SPECIAL REQUIREMENTS:** Must be physically able to work with young children, initial health exam, TB test, immunizations including Hepatitis B (or sign waiver), and required trainings such as confidentiality, CPR, SIDS/SBS, etc.

**WORK ENVIRONMENT:** Primary work environment: Head Start classrooms, Head Start school busses and Early Childhood Center. Field Trips throughout school year. All tribal buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Image or Name of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, available on the Tribal website.
2. Signed Tribal Background Investigation Disclosure; available on the Tribal website.

**POSTING DATE:** December 8, 2017

**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION CONTACT:**

**Red Cliff Band of Lake Superior Chippewa**

**Human Resources Department**

**88455 Pike Road**

**Bayfield, WI 54814**

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

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[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)

[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

(715) 779-3700 ext. 4268 or 4267

**The Red Cliff Community Health Center is a Drug-Free Workplace in accord with the Drug-Free Workplace Act of 1988, P.L. 100-690, and has a Drug-Free Workplace Policy in effect.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

*All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, all licensed child care center employees must complete a one-time fingerprint-based background check on all employees effective December 31, 2015. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.*

*45 CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.*

**This job description is subject to change at employer's discretion, after consultation with the employee.**

#### **EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES**

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. Short Term Disability is offered to all employees at no cost and pays 60% of weekly pay for a maximum of 90 days if you get sick or injured off the job.
3. The Tribe offers General Leave to part-time employees as stated below:

Regular Part-time 30-37 hours/week	Vacation/GL – 12 hours/month
Regular part-time 20-29 hours/week	Illness/GL – 8 hours/month

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4. The Tribe observes a total of 12 paid holidays.

**Acknowledgement of understanding of job duties, knowledge & qualifications:**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor/Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Date**