

Red Cliff Band Of Lake Superior Chippewas

"The Hub Of The Chippewa Nation"



RED CLIFF TRIBAL COUNCIL

JOB DESCRIPTION

POSITION: Head Start Bus Driver

LOCATION: Red Cliff Early Childhood Center

SALARY: \$10.00 per hour; 20 hrs per week M-Th/12 months

THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION

SUPERVISOR(S): Head Start Director

JOB SUMMARY: Responsible for the safe transportation of each Head Start child between his/her pick up or drop off designation, and to the designated person on their transportation forms.

DUTIES AND 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 vehicle 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 (car seat).
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.

Revised 12-22-09

11. Must maintain an organized method of documenting that federal and state transportation requirements are being met.
12. Responsible for obtaining a qualified substitute when absences are known ahead of time.
13. Other duties as assigned.

SUPERVISORY AUTHORITY: None

QUALIFICATIONS:

1. Must possess and maintain a current Commercial Drivers License/with a Passenger Endorsement.
2. CDL must meet standards for driving vehicle over 30,000 pounds.
3. Must have a current safe driving record (must provide Personnel Department, Procurement, and Head Start program with a copy).
4. Must be 21 years of age or older.
5. Must pass required physical examination prior to hire, including TB test (or sign waiver).
6. Ability to manage and relate to preschool children is required.
7. Must have knowledge of vehicle maintenance.
8. Computer skills helpful; if computer training is needed, must be willing to learn.

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

PHYSICAL REQUIREMENTS: Must be physically able to work with young children; annual health exam, TB test, immunizations including Hepatitis B (or signed waiver) and required trainings such as confidentiality, CPR, etc. Must attend appropriate staff meetings, Policy Council, and parent meetings as required.

WORK ENVIRONMENT: Red Cliff Early Childhood Center Service Area.

TRAVEL REQUIREMENTS: Head Start vehicle maintenance and must be able to attend local, regional, and national trainings.

DEADLINE: Open till filled

FOR FURTHER INFORMATION CONTACT:

**Red Cliff Tribal Administration Building
Personnel Office
88385 Pike Rd. Hwy 13
Bayfield, WI 54814**

(715) 779-3706, Ext. 267 or 268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMNT OF EMPLOYMENT WITH THE TRIBE.

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.

OTHER NEWS

Red Cliff Human Services will be Sponsoring a Food Drive

All food items can be dropped off at the Red Cliff Administration Building, Lower Level,

During the Following Dates:

Monday January 11, 2010 - Friday January 29, 2010

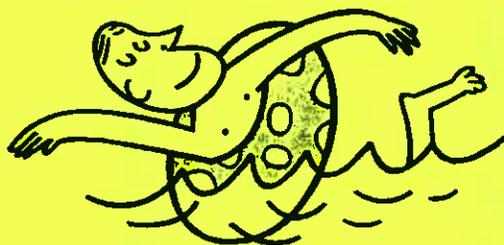
You will receive 1 raffle ticket for a chance to win

\$50.00 Walmart gift card, which will be drawn for on Monday February 1, 2010

For Every 4 items you bring in!

All food items are welcome, please keep in mind we do have a Refrigerator and Freezer

For Further Information Please Contact the Red Cliff Human Services Department at 779-3706
between the hours of 8:00am-4:30pm, Monday - Friday.

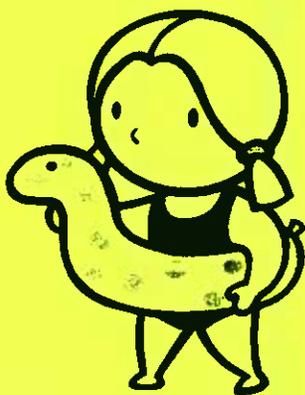


Financial scholarships available at the Bayfield Recreation Center

Recreation and Fitness Resources – the non-profit organization that is managing the Bayfield Recreation Center – has established a financial assistance fund to help low-income families afford memberships. The assistance fund will pay for a portion of a family's membership fees, from 25% to 66% depending on income. If you have:

- school children on FREE or reduced price lunch, or
- are an individual earning less than \$20,036
- a household of 2 earning less than \$26,955

you would likely qualify for assistance. Interested parties are encouraged to apply by visiting the Rec Center to pick up an application. Call 779-5408 for more details.



Thank you to the following businesses for donating to the financial scholarship fund:

-Chippewa Valley Bank

-Walmart

-HRK Foundation



Budgeting Class

The ECC will be hosting a brief class on

Wednesday, January 13th

@ 5:00pm.

Elizabeth Lexal from
UW Extension will

join us to cover
some of the key ideas
of budgeting your
money!!

Door Prizes!

Dinner!

TRANSFER and RECYCLING STATION NOTICE

January 7, 2010

As of FEBRUARY 1, 2010 there will be new fees charged for bags and the open top dumpster as follows

GREEN GARBAGE BAGS

Kitchen size \$1 per bag

Large bag \$3 per bag

OPEN TOP DUMPSTER

Pick up Load \$20

Half Pick up Load \$10

Car trunk load or smaller \$5

These changes are necessary to ensure that the Transfer Station can meet operating costs. Management of solid waste is an important part of community and environmental health.