

# MI'KMAQ NATION

## JOB DESCRIPTION

**TITLE:** Bus Monitor (Classroom Helper as Needed)

**CLASSIFICATION:** Full-Time Permanent/Hourly/Per Grant Funding 30-36 hours weekly

**IMMEDIATE SUPERVISOR:** Head Start Director

**WAGE SCALE:** \$15.00-\$16.89

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this portion may change over time, according to the Tribe's needs.

**SUMMARY OF POSITION:** As Bus Monitor the employee will be responsible for ensuring the safety of all the children on the bus. Mandated use of child safety seats for all children as well as releasing children to the appropriate parent/guardian. As Classroom Aide the employee will work cooperatively with classroom staff in the implementation of all classroom activities and field trips.

**EDUCATION (OR EQUIVALENT EXPERIENCE):** High School Diploma or GED required, CDA preferred. Three months experience working with 3-5 year old children in a center based program preferred.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:**

1. High School Diploma or GED
2. 6 Months of working with 3–5-year-old children in a center-based program is preferred
3. Average computer skills
4. Excellent communication skills
5. Excellent organizational skills
6. Ability to work under pressure
7. Ability to make decisions independently
8. Ability to relate well with children ages 3 to 5
9. Successful completion of a full Criminal History Background Check, to include FBI and DHHS State Child Protective background check.
10. Valid driver's license is preferred
11. Current/valid CPR and First-Aid certification or the ability to become certified.

**WORKING CONDITIONS:** Regular office environment, classroom environment, as well as the Head Start school bus.

**FUNCTIONS AND TASKS (Head Start Performance Standards 45 CFR 1310; 45 CFR 1304.52(g) and (h)):**  
*Bus Monitor Responsibilities:*

- Ensure safety of all children on the bus
- Ensure that child safety seats are used correctly
- Ensure that backpacks and other items are properly stored and secured and the aisles of the bus are clear at all times
- Assist children in boarding and exiting the bus
- Work with the bus driver in practicing the emergency and evacuation procedures with the children
- Appropriate handling of medications according to the Medication Administration Policy
- Following the protocol for pick up and drop off of children by ensuring that children are released to appropriate adults specified by the parent
- Ensures that the *Sign-In/Sign-Out* form for picking up and dropping off students is completely filled out and signed by the parent approved adult (refer to *Head Start Child Consent Form*).

***Classroom Aide Responsibilities:***

- Assist the Teacher and Teacher's Aide in implementing classroom activities
- Accompany the children on field trips and ensure that children safely board and exit the bus
- Assist the Teacher and Teacher's Aide during meal and snack times
- Work with all Head Start Staff in practicing emergency evacuation drills
- Maintain strict adherence to confidentiality as defined in the Privacy Act
- And all other duties as assigned.

**CACFP Responsibilities:**

1 hour 30 minutes a day is related to food service responsibilities for family style dining with students. 100% Direct Service.

6 hours weekly. 24 hours monthly.

**EVALUATION:** Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor. Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. The incumbent will also be required to pass a physical examination and PPD (tuberculosis) Screening.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**Closing June 23, 2025**

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**

