



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Y
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	Y

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE: SWEEC Coach Van Driver/Center Aide**

**DEPARTMENT: EDUCATION**

**SUPERVISED BY : SWEEC Director**

### POSITION SUMMARY:

The Coach Van Driver/Center Aide is responsible for safely transporting children during scheduled school days. Additional responsibilities will include supporting all preschool and childcare operations, including assisting in the classrooms and helping with the meal program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Coach Van Driver:

- Safely drives coach van to pick up and drop off students.
- Works with center staff, administration, and ECEAP Family Services Specialist to convey important messages to and from families; builds relationships with community.
- Oversees the care and maintenance of the coach, including: daily safety checks; fueling; scheduling regular upkeep and repair; and maintaining records of repairs and scheduled safety checks.
- Ensures all that signed medical releases and emergency contract forms for each child are readily available in case of injury during transportation. Maintains first aid a safety supplies located in van.
- Orients and assists coworkers serving as Bus Monitor in: ensuring children are released to authorized individuals only; taking attendance; maintaining a clean coach interior; practicing evacuation drills, and; escorting children to/from bus to/from classrooms.
- Develops van route prior to the first scheduled day of preschool, and updates route as needed, being cognizant of efficiency and timing along the route. Ensures the route does not exceed a

one-hour time limit maximum. Documents permanent route changes, and communicates updated permanent route changes to Center leadership.

- Maintains a Washington State Driver's License, and a clean driving record.
- Provides transportation to offsite field trips, as scheduled.
- Attends trainings relevant to position as required by program administrators.

#### Center Aide:

- Functions as a classroom Aide between bus routes, for children ages 3 months through 5 years. Aide duties include ensuring safety and participation of all children, assisting with meal time routines, supporting curriculum introduction under tutelage of Lead and Assistant Teachers, diapering, cleaning, and other child-minding duties as needed.
- Assists in kitchen with food preparation, dishwashing, and meal service. Maintains current food handlers permit and keeps up on USDA/CACFP Meal Pattern requirements. Fills in for Cook as needed, between bus routes.
- Provides general program support, such as cleaning and organizing rooms and/or supplies, and shopping for food and/or supplies.
- Attends all site-based required trainings and meetings.
- Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

#### MINIMUM QUALIFICATIONS

- Washington State Driver's License
- Ability to pass and maintain acceptable background check record.
- Ability to get in and out of coach van with stairs/no lift
- Childcare experience and/or professional driving experience preferred, but not required.

\*CDL **not** required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of safe driving practices. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Some experience in or knowledge of child development preferred
- Experience in establishing effective working relationships with diverse groups and individuals, and open to developing positive, trusting, working relationships with families.
- Willingness to complete certification required immediately upon hire: Blood Borne Pathogens (BBP), TB test, Portable Background Check (PBC), Food Handler card, Safe Sleep, Abusive Head Trauma prevention
- Ability to maintain a positive attitude and work ethic while keeping strict confidentiality.
- Ability to adjust to last minute changes to daily routine, including bus route changes as well as assigned duties for the day, which may vary.

#### WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 35-40 hours per week. This is a full-time position.
2. Tasks are performed both indoors and outdoors.
3. Work may be performed under stressful conditions, and may involve extended periods of sitting, standing or walking, stopping, getting up and down frequently, climbing stairs, reaching, and occasional lifting and moving up to 50 lbs.
4. Work schedule may vary during school year versus summer months. Typical schedule is 7 a.m. – 5 p.m. -or- 8 a.m. to 6 p.m., or as determined by Center director in accordance with program needs.
5. Job includes tasks tasks that may result in exposure to blood, bodily fluids and tissues, and/or communicable diseases.

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of \_\_\_\_\_ is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_