



Department of Early Childhood Education
Office: 601-650-1680
Mississippi Band of Choctaw Indians
P.O. Box 6010
Choctaw, MS 39350

Job Announcement #243207

Position Title: Bus Driver/Janitor
Salary: Grade 8
Supervisor: Center Director
Type of Employment: Regular Full Time
Job Location: Bogue Chitto Early Childhood Center
Opening Date: **JULY 27, 2020**
Closing Date: **AUGUST 10, 2020 OR UNTIL FILLED**

SCOPE OF SERVICES AND EFFECT:

The Bus Driver/Janitor is responsible for carrying out every phase of the safety and transportation for children to and from the Center. He/she also is responsible for carrying every phase of keeping the Center building and grounds clean and maintained.

RESPONSIBILITIES:

1. Responsible for maintaining a high standard of conduct, this would be exemplary for children and parents.
2. Responsible for the care and safety of all passengers riding the Head Start children's vehicle.
3. Responsible for carrying out the routine cleaning and maintenance needs of the center.

DUTIES:

1. Transport children to and from Center as well as field trips.
2. Transport persons to and from parent meetings or other Head Start activities as necessary.
3. Provide for the transportation needs of the Center as needed.
4. Conduct routine maintenance checks and minor repairs on the Head Start buses, as well as monitor and report any need for major repairs.

5. Conduct Monthly safety/fire drills for the Center, conduct at least 2 Bus Evacuation Drill.
DOCUMENTED.
6. Compile all necessary records and reports concerned with the use of the bus or other vehicles used by the Center.
7. Clean and maintain all areas of the Center building daily.
8. Clean and maintain all of the Center ground as needed.
9. Make minor repairs at the Center as needed.
10. Report major repairs at the center to the Center Director as they are identified.
11. Notify Center Director of needed cleaning supplies or other materials.
12. Attend all training provided by the Department of Early Childhood and/or coordinated with other agencies.
13. Maintain valid driver's license, good driving record, and liability insurance at all times.
14. Maintain an updated health card.
15. Maintain good rapport with all parents and staff.
16. Other duties as assigned by the Supervisor.

QUALIFICATIONS:

1. Must have a High School Diploma or General Equivalency Diploma (GED) - **REQUIRED**
2. **Must be at least Age 18 years old. - REQUIRED**
3. Must have dependable transportation, a valid Mississippi Driver's License, and Liability Insurance as required by state law, and must renew accordingly. - **REQUIRED**
4. **Must have a Commercial Driver's License (CDL) with "S" and "P" endorsements or be willing to obtain one during Probationary Period after being selected for employment. - REQUIRED**
5. Must have a current Physical Examination, Proof of TB Skin Test result, current Immunization Form 121 upon initial hiring, and must renew accordingly. - **REQUIRED**
6. Speak Choctaw and English fluently.
7. Continued employment will be contingent upon satisfactory Child Abuse and Criminal Background Check. - **REQUIRED**
8. Employee holding this position will be subject to random drug testing.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for this position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO: Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350**