

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	School Bus Monitors, Daily Transportation, Public Works
<u>DURATION:</u>	Fixed-Term (Start: ASAP – June 27, 2025) Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$432.50 to \$605.50 Per Week
Hours of Operation	7:00 am – 5:00 pm
Hours per week	Minimum 4 hours per day
<u>DEADLINE FOR APPLICATION:</u>	No Deadline - Open until filled
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Core Job Information	
Job Title:	School Bus Monitor
Division:	Public Works, Daily Transportation
Reports To:	Manager of Daily Transportation
Date of Job Description	July 30, 2024
Purpose:	Provides School Bus Monitor services to the Daily Transportation department of the Mohawk Council of Kahnawà:ke's Public Works Unit.
Roles & Responsibilities	
<p>To supervise and ensure the safety and security of school children during their commute aboard the school bus.</p> <ul style="list-style-type: none"> • Ensure school bus passengers adhere to rules and regulations; • Ensures students enter and exit the bus in an orderly manner without pushing and shoving; • Ensures students are not standing in the aisles or causing a disturbance to distract the bus driver; • Prevents students from placing their arms or heads out of the window(s); • Ensures that unauthorized persons do not board the bus unless Office permission has been provided; • Keep all students on board the bus until the destination has been reached; • Make sure the school bus is a safe environment for the children, free from bullying/harassment; • Ensures each student is properly seated; • Ensures students disembark at the correct bus stop; • Ensures parent/guardian is present when a student in Nursery, Kindergarten, Grade 1 or 2 disembarks the bus. 	
<p>To perform administrative duties and act in collaboration with the school bus driver.</p> <ul style="list-style-type: none"> • Submit weekly timesheets for the hours worked to Immediate Supervisor every Thursday morning by 7:00 a.m.; • Assist the bus driver with issues regarding the students and, if required, disciplinary measures; • Assist the bus driver when addressing community member complaints to ensure timely and courteous service; • Assist bus driver in educating the students on the posted Kahnawake School Bus Department rules for transport; • Decides on appropriate disciplinary actions in consultation with bus driver/Immediate Supervisor; • Performs other job-related duties as required by Immediate Supervisor. 	



The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- High School Diploma, plus one (1) year of relevant experience; courses in Early Childhood Care or related courses and first aid/CPR are an asset.

Knowledge, Skills, Abilities

- Thorough knowledge of Kahnawà:ke School Bus Department bus safety both while on board and exiting;
- Communicates clearly and effectively with students, parents, and school administrators;
- Ability to handle children in a professional and tactful manner;
- First aid training and certification is an asset;
- Conducts business with internal and external clients in a tactful, discreet and courteous manner;
- Maintains confidentiality;
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week during regular school schedules;
- Work schedule is dictated by the school schedule;
- Moderate stress due to dealing with multiple children on a daily basis;
- Ability to work with considerable exposure to adverse weather conditions;
- Ability to work with minimal supervision;
- Ability to react to emergency situations.

Commitment Statement

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

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Supervisor's Signature: _____

Date: _____