



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

BUS MONITOR – SHORT TERM

PROGRAM AREA:	EDUCATION SERVICES
POSITION TITLE:	CASUAL BUS MONITOR
REPORTING PROTOCOL:	REPORTS TO EDUCATION ADMINISTRATIVE ASSISTANT

POSITION SUMMARY: The Bus Monitor will work in collaboration with the Bus Driver, in monitoring the behavior of children, taking disciplinary action when needed, assisting children with special needs, and making sure all passengers are properly restrained while riding the bus. The bus monitor will travel to Sarnia; start time is 6:30 am (in front Hillside School) returning by 9:30 am, and again at 1:00 pm (in front Hillside School) returning by 4:00 pm.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Completion of secondary school diploma or equivalent.
- Current First Aid and CPR Certification or willingness to undertake training.
- Current criminal reference check and vulnerable sector screening.

SKILLS REQUIRED:

- Work effectively with students, including those with special needs.
- Maintain pleasant working relationships with the Bus Driver, students, and others.
- Communicate effectively with students, parents, and school staff.
- Ability to maintain positive professional rapport with secondary students, parents/guardians, and school staff.
- Ability to work with First Nation students in a dynamic environment.
- Knowledge and understanding of Ojibway and local First Nation's culture.
- Being a positive role model through healthy lifestyles.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicants must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicants must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – MAY 17TH, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – BUS MONITOR**

Email to: hr.assistant@kettlepoint.org

Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

Fax: 519-786-2108

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org

Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL
BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE
SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT