

ALEUTIAN PRIBILOF ISLANDS ASSOCIATION, INC.
JOB ANNOUNCEMENT

Position: Head Start Bus Driver/Teacher Aide

Location: King Cove, Alaska

Reports to: APIA Head Start Teacher

Work hours: 37.5 hrs per week

Salary: \$14.39 - \$15.28 per hour DOE + benefits

Duties: Provide bus transportation for the Head Start students, maintaining all licensing and other requirements of a school bus driver. Work with Lead Teacher to arrange for routine required maintenance and upkeep to the Head Start bus, safety equipment, and classroom. Maintain center and outdoor areas free of debris, snow, ice, unsafe equipment, and other safety hazards. Maintain documentation of bus safety and maintenance, preparation for sanitation and Fire Marshall inspections, and sanitation checklists. Pick up all materials shipped to Head Start, check invoices, and work with Lead Teacher for other duties as assigned.

Perform the duties of the Head Start Teacher Aide, including: assist APIA Head Start Teacher as requested to implement daily lesson plans; preparation and clean-up of activities, special projects, etc.; provide opportunities for children to develop self-mastery skills; provide atmosphere for children to develop positive self-esteem and pride by incorporating their culture/heritage into everyday classroom activities; provide safe environment for children by supervising them at all times, indoors and out; and use of appropriate discipline/guidance techniques. Maintain paperwork and files.

Requirements: At least 19 years of age with a high school diploma/GED; maintain a CDL with a school bus permit; clean driving record. One year of experience in early care and education is preferred. Must be physically/mentally able to work with young children and their families. Upon hire, must provide documentation of current TB test, Hepatitis screening/vaccination status; pre-employment physical examination; criminal history background clearance and clean driving record, and be willing to obtain a CPR and First Aid Certification.

Send application/resume to: Aleutian/Pribilof Islands Association, Inc.
Human Resources Director
1131 E. International Airport Rd.
Anchorage, AK 99518-1408
Fax 907-279-4351
E-mail: nancyb@apiai.org

Position is open until filled.
Native preference will be given, depending on experience.