



RIEL Institute for Education & Learning

Aboriginal Head Start Program



Job Posting

Opening Date: November 6, 2018

Closing Date: November 16, 2018

Calgary Aboriginal Head Start Bus Driver/Teacher's Assistant

The Calgary Aboriginal Head Start Program is looking for a Bus Driver/TA. They will be part of a team that will plan and implement culturally enriched preschool programming that is designed to give each child an opportunity to participate in experiences that will enable them to reach their full potential. They will pick up students at stops along established routes and drop them off at school. They will also transport students and faculty to special events, such as field trips or sporting events. They will assist in the daily functioning of the classroom under the guidance of the Teacher. Must have experience and knowledge working with children between ages 3-5 years old.

Summary

All duties should be focused on the 6 components of the Head Start program and centred around the program work plan. Duties include, but are not limited to:

- School bus drivers must be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
- They must ensure that their vehicles are operating properly each day by testing brakes, tires and other components, such as communications equipment.
- Drivers are also responsible for maintaining a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
- They must keep track of the amount of fuel used, number of students transported and kilometers driven, which they will report to supervisor each week.
- Drivers must ensure that all children are met by parent(s)/legal guardians or their approved designates.
- Drivers will attend workshops, courses and training when applicable to their position.
- They must be familiar with bus maintenance and emergency bus procedures as per policy.
- They will participate in classroom activities and provide classroom support.
- They will participate fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program; they will maintain regular and open communication with program team members and all other co-workers.
- They will assist with the daily routine of the classroom under the guidance of the teacher.

Qualifications

- Drivers must have a valid class 2, 4, or 1 Alberta Driver's License.
- Drivers must have clean driver's abstract.
- Drivers must have valid First Aid & CPR Certification.
- Drivers must complete a Criminal Record Check with Vulnerable Sector Clearance annually.

Please submit resume and all supporting documents to alberta@rielinstitute.com

We appreciate all submissions; however, only suitable candidates will be contacted.

2910 – 3rd Avenue NE, Calgary, AB T2A 6T7

ph: 403 248 0824 fax: 403 248 0886

email: ahs@rielinstitute.com