



## **CONTRACT OPPORTUNITY**

# **SCHOOL BUS MONITOR**

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### **CONTRACT REQUIREMENTS**

Henvey Inlet First Nation Education Department is currently seeking a part-time contractor to provide **School Bus Monitor** services for the 2025-26 academic year. School Bus Monitors of Henvey Inlet First Nation are required to uphold the core values of safety, service and respect at all times. The primary responsibility of the Bus Monitor is to ensure the students' behaviours and actions are not a distraction to the Bus Driver, by enforcing the rules of the bus as defined by Henvey Inlet First Nation. The School Bus Monitor will also be required to record student attendance on a daily basis. This person requires excellent interpersonal communication skills and a positive attitude.

### **MAIN RESPONSIBILITIES**

The School Bus Monitor will be responsible to:

- Enforce bus safety rules and standards
- Assist students with entering and exiting the bus as needed
- Record daily attendance records for students using the bus and submit records to Education Department weekly
- Resolve any conflicts in a positive, respectful and pro-active manner
- Document and submit incident reports to the Education Department when student incidents arise
- Adhere to all HIFN policies and procedures at all times
- Maintain current qualifications throughout contract duration and provide proof of qualifications when requested, including First Aid/CPR certificate and a satisfactory CPIC vulnerable sector check
- Available to assist with other duties as requested from time to time by the Director of Finance/Administration or Chief and Council

### **QUALIFICATIONS**

- Grade 12 diploma or equivalent preferred
- Current and satisfactory Vulnerable Sector Police Check required
- Current First Aid and CPR Level C required
- Excellent customer service skills
- Excellent written and verbal communication skills
- Excellent problem solving and negotiating skills
- Exceptional organization and time-management skills
- High level of personal integrity and a strong work ethic
- Strong attention to detail
- Basic computer and typing skills

**HOURS OF WORK**

Part-time – Up to 10 hrs/week

**REMUNERATION**

As per consultant agreement

**START DATE**

As soon as possible

**APPLICATION DEADLINE**

September 9, 2025

Those interested should submit their resume and supporting qualifications in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [recruitment@henveyinlet.com](mailto:recruitment@henveyinlet.com)

We thank all interested, however only those selected for consideration will be contacted.