GENERAL EMPLOYMENT NOTICE
BUS ASSISTANT – FULL TIME 40 HOURS
Transportation Department
(Potential Openings)

*** Must be available to work various schedules based upon Transportation Department needs ***

MINIMUM QUALIFICATIONS
(Only those persons who meet the minimum qualifications as posted should apply)

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum of 1 year experience preferred working with students in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings
- Must be 18 years of age
- Must pass initial employment human performance evaluation (physical evaluation)
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES
- Ability to follow verbal instructions and communicate effectively.
- Ability to read, understand, and communicate in English.
- Ability to operate safety equipment and adaptive equipment.
- Ability to work well with children and those with disabilities.
- Ability to become familiar with all routes to and from school campus to be of assistance to bus driver.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to manage student behavior.

ESSENTIAL FUNCTIONS
1. Ability to work various shifts / must be able to work a Saturday through Friday schedule.
2. Supervise students as they board and leave bus and cross street.
3. Assist the bus driver in watching students get inside school and residence.
4. Assist bus driver in maintaining and inspecting bus.
5. Keep students safe and orderly while on the school bus, monitor student behavior, and report student discipline problems.
6. Learn and adapt to each student’s special medical, physical, communicative and emotional needs.
7. Lift and carry students with disabilities on and off the bus according to their individual needs.
8. Perform or assist with pro-wash, reserve fleet, mid-day and extensions to include all after school programs and field trips as needed.
9. Supervise use of seat belts, vests, or car seats by students in buses that are equipped with such devices.
10. Follow emergency procedures and administer first aid/CPR if necessary.
11. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and report any conditions that are not correctable to supervisor immediately.
12. Attends all District and departmental training as required.
13. Perform other duties as assigned.

PHYSICAL DEMANDS/WORKING CONDITIONS
Maintain emotional control under stress. Daily attendance and punctuality are essential functions of the job. Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-25 pounds sporadically. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

TERMS OF EMPLOYMENT
REPORTS TO: Station Manager
TYPE OF ASSIGNMENT: Full-Time, Non-Exempt
(All route assignments subject to early morning and/or evening hours)
HOURLY RATE: $10.33
MINIMUM WORK DAYS: 187
PAY GRADE: XB02
(Guaranteed 40 hours)

NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.