



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff –Transportation Bus Aide

December 2, 2019

Job Summary:

Assist in providing a safe environment for special needs students riding the bus.

Qualifications:

Required:

- A. High School graduate or equivalent
- B. Previous experience working with K-12 students
- C. The ability to lift and carry at least 50 pounds
- D. Must possess excellent written and verbal communication skills and proven organizational skills
- E. Demonstrated success as a collaborator and proven team player
- F. Demonstrated successful communication skills with students, staff, parent and community

Desired Characteristics:

- A. Previous experience working with children with special needs
- B. Current certification in standard first aid

Duties:

- A. Work with special needs students riding the bus
- B. Assures the safety of students while riding the bus
- C. Assists and assures that students get on and off the bus in a safe and orderly manner via stairs or lift as appropriate
- D. Assists the driver with emergency situations in accordance with operation procedures
- E. Become acquainted with laws and regulations pertaining to pupil transportation
- F. May need to lift and physically redirect students
- G. Perform possible basic emergency first aid
- H. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Until filled

Start Date: ASAP, Monday – Friday, 7:15 am to 9:00 am and 3:15 pm to 5:00 pm

Salary: \$12.66 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit an Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources at tkammeraad@gulllakecs.org