

JASPER CITY SCHOOLS

VACANCY

March 9, 2023

POSITION: Bus Aide

JOB DESCRIPTION: Attached

REQUIRED QUALIFICATIONS:

1. High school diploma or equivalent, preferred
2. Demonstrates aptitude & competence for assigned responsibilities
3. Approved background check
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SALARY SCHEDULE: Per Attached Salary Schedule

SUBMIT APPLICATION TO: Jasper City Board of Education
P.O. Box 500
110 17th Street West
Jasper, AL 35502

DEADLINE FOR APPLICATION: March 23, 2023 or Until Filled

Equal Education/Employment Opportunity Statement

It is the official policy of the Jasper City School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

TITLE: Bus Aide

QUALIFICATIONS:

1. High school diploma or GED
2. Demonstrates aptitude or competence for assigned responsibilities
3. Pass local and state background checks
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Special Education Director and Transportation Supervisor

JOB GOAL: To provide safe and efficient transportation for special education students riding the bus, so that each student may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs

EXPECTED WORKDAY: Time necessary for all routes to be completed, not to exceed 8 hours

FSLA: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Obeys all traffic laws
2. Observes all mandatory safety regulations for school buses
3. Assist the driver to maintain discipline when students are on bus
4. Reports undisciplined students to the driver or proper authority
5. Keeps assigned bus clean
6. Keeps to assigned schedule
7. Assist the driver with pre- trip inspection of bus before each operation for mechanical defects
8. Assist the driver with post- trip inspection after each operation for mechanical defects
9. Notify the driver or proper authority in case of mechanical failure or lateness
10. Discharges students only at authorized stops
11. Exercises responsible leadership when on out-of-district school trips
12. Assist the driver to transport only authorized students
13. Assist the driver to report all accidents and complete required reports
14. Enforces regulations governing conduct on the bus
15. Performs any necessary moving or lifting of students needed to complete a bus route

POSITION DESCRIPTION (Continued)

BUS AIDE

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- 16. Assists assigned students with safety needs during a bus route
- 17. Assists assigned students with loading and unloading in a safe manner
- 18. Attendance is an essential function of the job
- 19. Any other duties as assigned by supervisor

TERMS OF EMPLOYMENT: Academic year contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____

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**JASPER CITY SCHOOLS
SALARY SCHEDULE FOR SUPPORT PERSONNEL II
2022-2023**

		STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
STEP		0	1	2	3	4
	DAYS/MONTHS					
Bus Aide	182/9	12,230	12,637	13,054	13,478	13,906
Transportation - Bus Driver	182/9	17,230	17,637	18,054	18,478	18,906