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CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

BUS ASSISTANT

### **LOCATION:**

As assigned by the Director of Transportation or designee

### **POSITION SUMMARY:**

Assists in providing safe transportation to students with special needs. Incumbent receives general direction from the Director of Transportation. Direction may also be provided by building principal, especially in cases in which transportation is completed before scheduled hours are exhausted. In those cases, the incumbent will assist with program needs of the school.

### **REPORTS TO:**

Director of Transportation and/or designee

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma, possession of a general education development (GED) program certificate, or Maryland high school certificate of attendance

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Ability to communicate effectively, both verbally and in written form
2. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
3. Demonstrates success in accomplishing tasks akin to those responsibilities listed below

**ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Assists the bus driver in maintaining appropriate student conduct on the bus
2. Assists special needs students in getting on and off the bus
3. Manages student behavior and implements behavioral interventions
4. Documents student violations of the Code of Conduct for the driver and school administration
5. Attends annual safety meetings and in-services each year
6. Operates a wheelchair liftgate and other devices associated with wheelchair tie downs
7. Lifts students into and out of chairs as necessary
8. Assists in the removal of wheelchair students during emergency bus evacuations without the use of the chairlift
9. Assists children into and out of safety devices
10. Performs other duties as may be required
11. Thinks, concentrates, and interacts positively with others
12. Comes to work regularly and promptly
13. Works under stress and meets all deadlines

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.) Performs related work as required by the Director of Transportation or designee.

**PHYSICAL DEMANDS:**

Work requires occasional heavy physical effort, including lifting and bending. Tasks include lifting up to sixty (60) pounds.

**UNUSUAL DEMANDS:**

May be subject to a flexible work schedule

**TERMS OF EMPLOYMENT:**

Ten (10) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Scale 6). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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