



CLASSIFIED JOB POSTING

TO: All Classified Staff
FROM: Kathy Hillman, Director of Transportation
DATE: September 30, 2024
RE: Bus Aides

POSTING DATE: September 30, 2024
POSTING PERIOD: September 30 - October 4, 2024
APPLICATION DEADLINE: 3:00 p.m. – October 4, 2024

SUBMIT APPLICATION TO: Kathy Hillman, Director of Transportation
509 Moore Avenue
Bellevue, OH 44811
kathy.hillman@bellevueschools.org

POSITION(S): Bus Aide-(2 positions)
HOURS: 3.5 hours per day (7:15 am-8:45/9:00 am and 3:15 pm -4:30/5:00 pm)
remainder of 2024-25 school year
RATE OF PAY: \$16.62 - \$22.09

DESCRIPTION: See attachment

QUALIFICATIONS/CONDITIONS OF EMPLOYMENT: See attachment

ESSENTIAL FUNCTIONS: See attachment

Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualifications.

The Board reserves the right to determine whether or not to fill the vacancy
All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
No applicant will be considered without the following items submitted in writing:

- a. Written letter of application specifying why position is desired
- b. Other information pertinent to job vacancy
- c. First consideration will be given to current classified staff.

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

cc: All District

**BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: BUS AIDE

File 701

Reports to: Transportation Supervisor

Job Objective: Monitors/assists students to ensure safe, efficient and courteous transportation services.

- Minimum Qualifications:**
- Valid state department of education license/permit as determined at the time of appointment.
 - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.).
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
 - Demonstrates the ability to use technology equipment/systems associated with job functions.
 - Displays maturity. Interacts comfortably/confidently with district staff and the public.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful problem-solving skills.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease training as a condition of employment.

- Essential Functions:**
- 1. Monitors and assists students under the guidance of the bus/van driver.**
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
 - Assists with passenger loading/unloading.
 - Helps students understand bus rules (i.e., expectations/consequences).
 - Keeps bus driver and school personnel informed about behavior problems.
 - Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
 - Attends to student concerns discreetly when assistance is requested.
 - Provides help as needed when aware of passengers with medical/health considerations.
 - Learns proper procedures to assist students during emergency bus evacuations.
 - Learns how to operate fire/safety equipment.
 - Documents all injuries that require treatment.
 - Cleans up spills or other conditions that may contribute to an accident.

NOTE: On vehicles with a wheelchair lift – the driver and aide work as a team. Safety is the top priority even if delays disrupt the bus schedule. Before the bus starts; seat belts, wheelchairs and other assistance/mobility equipment must be secured. Reports unsafe or defective equipment.

- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
 - Contributes to an effective and positive work/learning environment. Completes all assigned duties.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Attends training/in-service programs as directed.
- Keeps current with professional advances associated with work assignments.

BUS AIDE

- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.
- Follows district protocol and state law when inappropriate behavior is encountered.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing strenuous or repetitive manual tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working in confined spaces and/or under variable lighting conditions.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in

response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: March, 2012