

Springfield Local Schools



Substitute Bus Aide - Special Needs Transportation

Posting Date: November 5, 2025

Posting Deadline: No deadline

Qualifications/requirements (on file prior to beginning work):

- High School Diploma
- Successful BCI/ FBI background checks
- Possession or eligibility for Ohio Department of Education Aide Licensure

Ideal candidate will meet the following:

- Monitor students, addressing safety concerns, and leading emergency evacuations
- Help students board and exit the bus, securing wheelchairs and seatbelts, and attending to other student needs
- Provide guidance to the driver, when needed
- Maintain communication with classroom staff and reporting concerns to the appropriate staff
- Stay up to date on school district policies and transportation service procedures

Pay: \$60/day

Interested applicants should email or send a letter of interest, resume and credentials to:

Springfield Local Schools
% Laura McBride, Director of Special Services
P.O. Box 549
New Middletown, Ohio 44442
lmcbride@springfieldlocal.us