

Fruitport Community Schools
NOTICE OF INTENT TO EMPLOY

POSITION: Bus Aide

DEPARTMENT: Transportation

General Summary of Position: Assist in the safe transportation of special education students to ensure a safe and hazard free environment for all students.

Essential Job Responsibilities:

- To provide safe and comfortable conditions for pupils who ride the bus.
- To assist pupils as they enter and leave the bus and assist in loading and unloading students in a wheelchair.
- To see that pupils are seated before the vehicle is in motion. Assist pupils in refastening seat belts as necessary.
- To observe pupil behavior and take positive action in correcting behavioral problems.
- To assist in bus emergency evacuation.
- To assist in the proper securement of wheelchairs.
- To assist in proper passenger restraint securement.
- To keep all students, parents, and staff information confidential.
- To have a positive attitude in working with students, parents, community members, and other staff members.
- To prepare reports and keep all records as required.
- To assist with any medical condition of any student.
- To perform other related duties as required.

Minimum Qualifications:

- High school diploma or GED equivalency.
- Prior experience working with children.
- Ability to lift a minimum of 45 pounds.
- Excellent oral and written communication skills.
- Ability to work well with others.
- Must have a good attendance record.

APPLICATION PROCEDURES:

Persons interested in applying for this position may do so electronically by clicking on the "Employment" link on our district web site www.fruitportschools.net

DATE OF POSTING: May 15, 2013

DATE POSTING ENDS: May 31, 2013

<p>It is the policy of Fruitport Community Schools that no person shall on the basis of race, color, national origin or ancestry, sex or handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.</p>
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