



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Denise L. Robinson
Treasurer

Paula Crew
Superintendent

Ivan Gehret
Assistant Superintendent

ANNOUNCEMENT OF VACANCY FOR THE 2019-2020 SCHOOL YEAR

Bus Aide – 3.5 hours x 5 days per week

Posting Date

January 14, 2020

Application Deadline

Until Filled

Beginning Date

As soon as possible

Qualifications: High School Diploma or equivalent;
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
Demonstrates a sincere desire to aid all students; and
Good health, high moral character and good attendance.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.
Internal applicants need only submit letter of interest and current resume.*

Mail or deliver the requested materials to: Mr. Ivan Gehret, Assistant Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: ivan.gehret@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

**TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: BUS AIDE/MONITOR

File 702

Reports to: Transportation Supervisor

Job Objective: Monitors and assists students during bus trips.

Minimum • High school diploma or GED.

- Qualifications:**
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Physical ability to safely lift and manage preschoolers and students with disabilities when necessary.
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.
 - Self-directed, congenial disposition, and strong diplomacy skills.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and reliable service. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Learns how to operate fire/safety equipment. Documents all injuries that require medical attention.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.

- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general 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, and other unforeseen events. Rev. 10/04