

Please Post
January 14, 2021

HAMILTON SCHOOL BOARD
Notice of Non-Instructional Position Opening

January 14, 2021
Date

POSITION Bus Aide

SALARY RANGE Per School-Related Salary Schedule

DUTIES See attached job description

EXPERIENCE PREFERRED Prior experience working with school-aged children.
Knowledge & ability to supervise children, CPR and First Aid training preferred.

EDUCATION PREFERRED High School Diploma or the equivalent

EFFECTIVE DATE OF VACANCY 2020-21 School Year

DIRECTION FOR FILING APPLICATION File application at www.hamiltonfl.com using
the FastTrack on-line application system.

DEADLINE FOR FILING APPLICATION January 23, 2021

INTERVIEW INFORMATION Qualified applicants will be contacted regarding
interview information. Meeting qualifications does not guarantee an interview.


Personnel Department

The Hamilton County School Board is an Equal Opportunity Employer

**In compliance with Article VII of the Agreement Between the Hamilton
County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet
and pass Level II Screening and Drug Testing requirements. The screening costs
are the responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview
process are requested to notify the personnel Office at (386) 792-7816 in advance
so their needs can be accommodated.**

HCS 4021 (Revised 10-93)

SCHOOL DISTRICT OF HAMILTON COUNTY

JOB DESCRIPTION

BUS AIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must be able to communicate with children.
- (3) CPR training preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of children especially exceptional education students. Knowledge of and ability to use crisis intervention techniques. Ability to follow directions and work as a team. Knowledge of CPR and basic First Aid.

REPORTS TO:

Coordinator of General Services

JOB GOAL

To assist the bus driver in providing for the care and safety of students while being transported to and from school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist with safe loading and unloading of students.
- * (2) Enforce safety rules for students.
- * (3) Monitor student behavior.
- * (4) Administer to the individual needs of the students as required.
- * (5) Escort students to class or office if needed.
- * (6) Assist driver with keeping bus clean and with keeping needed supplies on the bus.
- * (7) Be familiar, if assigned to exceptional education students, with each student's exceptionality.
- * (8) Be aware, if assigned to exceptional education students, of each student's physical needs.
- * (9) Assist, if assigned to exceptional education students, with door-to-door loading and unloading, if needed.
- * (10) Ensure that students are secured (seatbelts, special seats, wheelchairs, and others), and monitor structures and/or equipment to assure safety.
- * (11) Learn evacuation procedures and assist students and driver as necessary.

Inter / Intra-agency Communication and Delivery

- * (12) Interact appropriately with students.
- * (13) Communicate well with bus drivers and supervisor.

BUS AIDE (Continued)

- *(14) Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

- *(15) Follow all policies and laws governing transportation.
- *(16) Attend assigned inservice meetings.
- *(17) Become familiar with location and operation of emergency equipment.
- *(18) Follow all transportation policies and procedures.
- *(19) Maintain familiarity with bus route to which assigned.
- *(20) Work independently or as a team member.
- *(21) Maintain a good relationship with bus driver, students, parents and school personnel.
- *(22) Report to work punctually and regularly.
- *(23) Display an appropriate work ethic.

System Support

- *(24) Represent the School Board in a positive manner.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

For Bus Aides assigned to students with physical impairments.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08 – Medium**Job Description Supplement No. 06 - Heavy**

*Essential Performance Responsibilities