

JOB ADVERTISEMENT

The Saraland Board of Education is accepting applications for the following position for the 2019-2020 school year:

CLASSIFIED:

Bus Driver Aide

QUALIFICATIONS:

- High school graduate or equivalent (GED)
- Valid Alabama driver's license
- Good physical and emotional health, including ability to lift students of varying ages and sizes
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Operations

PERFORMANCE RESPONSIBILITIES:

- Embrace and promote the school system's mission, vision, beliefs, and goals
- Understand and assist in upholding and enforcing school rules, administrative regulations, and Board policy
- Participate in the efficient and effective operation of the student transportation, including meetings and assigned duties
- Accept no other employment which interferes with the efficient and effective discharge of duties and responsibilities
- Regular and punctual in attendance, follow procedure for recording daily attendance
- Report to assigned locations at designated times, prepared to perform assigned duties
- Ensure student safety by buckling them in their seats and securing wheelchairs before bus starts; supervising during transportation; assisting them with crossing the street; assisting them during loading and unloading, at home and at school; escorting them to the responsible adult at school
- Account for students' personal belongings and messages
- Assist bus driver with keeping updated file of students assigned to bus
- Knowledgeable of safety equipment located on bus; emergency procedures; bus route and pick-up points; wheelchair lift and locking equipment
- Handle emergency physical problems during loading, transporting and unloading
- Notify school officials of unusual events or behaviors
- Cooperate with school staff in special requests concerning handling behaviors, physical management, etc.
- Understand and assist in upholding system rules, policies, and procedures
- Respect the confidentiality of information pertaining to students and staff and the school system
- Maintain proper and professional relationship with students and other employees
- Perform duties in a manner that will promote good public relations
- Participate in pre-service and in-service bus driver training program
- Assume other transportation-related duties as assigned by Director of Operations

TERMS OF EMPLOYMENT: Nine (9) month contract

EVALUATION: Performance evaluated in accordance with Board policy

SALARY: Board approved salary schedule

All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at www.alsde.edu/teachinAlabama, complete the State of Alabama electronic application, and attach it to the specific job number.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education.

Advertisement: 08/07/19

Deadline to apply: until filled

The Saraland School System is an Equal Opportunity Employer.

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.