

# Coventry Local Schools

## Job Posting



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TO: CLASSIFIED PERSONNEL    **Position available to current employees, current substitutes & outside applicants**  
FROM: GEORGE FISK, SUPERINTENDENT  
DATE: SEPTEMBER 10, 2025  
SUBJECT: BUS ATTENDANT - OPEN POSITION

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In reference to Section 7.1 of the Union negotiated agreement, there is an open Bus Attendant position. The base rate of pay is \$12.30 per hour.

Bus 20 - 7:50 – 8:50 / Monday – Friday

**Current Coventry staff:** If you meet the requirements and are interested in applying for this position, please apply by completing an **Intent of Interest Form**. Send to Ms. Kelly Smith, Transportation Supervisor by Wednesday, September 17, 2025. **Intent of Interest forms available at the Central Office, on our website, or in each of the school offices.**

**Outside applicants:** If you meet the requirements and are interested in applying for this position, please apply by visiting our district website and apply through Applitrack by Wednesday September 17, 2025.

### **FUNCTION OF JOB**

Under the general supervision of the superintendent, the direct supervision of the director of Special Services and building principal, and the immediate supervision of the transportation supervisor, the bus attendant will provide services in accordance with the State of Ohio's Rules for the Education of the Handicapped Children and the Ohio Model Policies and Procedures for Educating Children with Disabilities. These services shall include assisting the appointed disabled student with personal health care needs within the confines of the transportation setting.

### **CHARACTERISTIC DUTIES**

1. Will accompany and attend to the needs of the student to and from the transportation source for the student and will insure that the student safely gets out of the transportation source to the classroom and vice versa.
2. Will attend to the personal health care needs and safety needs of the appointed student in the transportation setting.
3. Perform other tasks as directed by the transportation supervisor, building principal, special services director, or superintendent.

### **QUALIFICATIONS**

1. High school graduate or equivalent.
2. Must relate to students and adults in a positive manner.
3. Must be physically able to perform duties.
  - a. Must be able to lift 60 lbs. unassisted.
4. Must qualify for an Ohio educational aide certificate (ORC 3319.088)