

GARFIELD HEIGHTS CITY SCHOOLS JOB DESCRIPTION

Position: Bus Aide (1E)

Reports to: Transportation Supervisor or designee

Employment Status: Part-time

Classification: Classified

Description: Ensure the safety and well-being of students utilizing district transportation, assisting with entry, exit, and in-transit supervision. Must obtain State of Ohio certification to operate a district vehicle.

Essential Functions

- Monitor and ensure student safety during transportation.
- Serve as a role model and maintain positive interactions with students, staff, and parents.
- Assist students with disabilities in following IEPs or care plans.
- Promote and monitor positive student behavior; enforce transportation rules.
- Maintain confidentiality and ethical standards.
- Record behavior data and assist with referrals as needed.
- Substitute as a vehicle driver when required.
- Respond to student illnesses or injuries appropriately.

Qualifications

- High school diploma or equivalent.
- FBI & BCI clearance.
- First aid/CPR certification.
- Training in child psychology and individual student needs.

Skills & Abilities

- Effective communication and behavior management.
- Sensitivity to diverse and special needs students.
- Ability to handle physical requirements, including lifting up to 50 lbs.

Working Conditions

- Interaction with unruly children and exposure to bodily fluids.
- Occasional lifting of children (up to 80 lbs with assistance).
- Operation of vehicles in various weather conditions.

This description is subject to change and does not encompass all possible duties. The incumbent must comply with all directives from their supervisor or appointing authority.