

## **Imlay City Schools Position Description**

Position Title: Building/Bus Aide  
Department: Transportation  
Reports To: Transportation Supervisor  
Approved By: Superintendent

Date: August 2025

**SUMMARY:** Responsible to represent the school building and district in a most positive way to students, staff, parents, and total community. Performs work of a general nature that assists with student safety and behavioral support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- ◆ Assists bus driver in maintaining discipline and other functions.
- ◆ Assists with loading and unloading of students on the buses.
- ◆ May escort children to and from various rooms or buses.
- ◆ Assists with behavior management programs and techniques.
- ◆ Administers necessary physical and/or medical procedures for which training may be required.
- ◆ Provides appropriate first aid in emergencies (if trained).
- ◆ Handles attendance reports and related clerical functions if directed to do so.
- ◆ Assumes responsibility for student safety and behavioral support.
- ◆ Other duties as directed by the transportation supervisor.

**SUPERVISORY RESPONSIBILITIES:**

The employee is continuously responsible for the safety and well-being of students. Employee is responsible for the supervision of students when the driver is not present.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. **May require documentation of specialized medical related training such as First Aid and CPR training.** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or General Education Degree (GED). Must have a good attendance record in previous and current employment. Previous work in childcare and/or related experience is required.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and/or staff.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic arithmetical calculations.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle or feel objects, operate office equipment; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. The employee must be able to push items of 100 pounds such as pushing children in a wheelchair. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus (with or without correction).

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*