

## **Joliet Township High School District 204**

**Position Title:** Bus Aide

**Qualifications:**

1. Subject to District 204 alcohol and controlled substance policies.
2. Capable of communication and associating with children in a manner that produces mutual respect.
3. Strong student management skills allowing you to work with large groups of children.

**Reports To:** Director of Support Services

**Job Goal** Provide safety and supervision to students while being transported to and from school and school sponsored events.

**Performance Responsibilities:**

1. Maintains control of students and report behavior concerns.
2. Reports vehicular accidents, student injuries and on-the-job injuries immediately.
3. Promotes and supports the highest standards of safety for vehicles and students.
4. Notifies transportation office before an absence.
5. Works as a team with dispatchers, aids, students, parents and school representatives.
6. Attends trainings and in-services.
7. Maintains professional standards and ethics. Avoids using derogatory, foul and unacceptable language or gestures. Encourages a positive educational environment by promoting and adhering to the staff and student attire (dress) codes and rules of conduct.
8. Maintains confidentiality concerning students.
9. Assists with loading and unloading special education students.
10. Operates wheelchair ramps and secures wheelchairs with proper restraints.
11. Completes physicals, drug and alcohol tests as required.
12. Ability to use communication systems such as radios, cellular phone and GPS systems.
13. Ability to accept altered work schedules due to schedule changes at the schools.
14. Ability to monitor time and maintain a timely schedule.
15. Provides medical attention to students and staff as needed.
16. Cleans the interior of the bus and exterior of windows as needed for safety.
17. Prepared to conduct an emergency evacuation of the vehicle assigned to you.
18. Perform other duties as may be assigned by the supervisor

**Terms of Employment:** Part-time, approximately 25 hours per week

**Evaluation:** Performance will be evaluated annually by Director of Support Services or designee