

**BID SHEET**

TO: All Classified Employees  
FROM: Michael P. Hanlon Jr., Superintendent  
RE: **Bus/Van Assistant – Temporary Transfer**  
DATE: March 2, 2026

The following position is available:

**Bus/Van Assistant**

Bus #23: CELC Pre-K  
7:45-9:45 and 2:35-4:35  
4:00 per day / 20:00 per week  
Monday-Friday  
Hourly Rate: Step 0 \$18.02 – Step 10 \$21.52

Qualifications: Current physical, Current FBI/BCI background check, complete driving record

- Applicants interested in the above position should understand the job description and meet the qualifications and schedule requirements.
- Applicants must pass any Qualifications Test Prior to employment.  
If awarding of this position were to put applicant into a dual contract status, neither contract schedule may conflict with the other. In the event that this would occur, applicant would have to resign one of the positions held under the dual contract

**Applications may be submitted online at [www.chardon.k12.oh.us](http://www.chardon.k12.oh.us). Click on Departments tab, then Employment to locate this position. Click View openings and apply online.**

**For internal candidates, scroll down to bottom and click on View Internal Positions. Deadline to apply online is March 9, 2026 at 11:59PM. You may also apply by filling out the lower portion of this “Bid Sheet” and returning it to the board office during normal board office hours (7:30AM-4:00PM) by March 9, 2026.**

\_\_\_\_\_  
Signature Date

Are you currently employed by Chardon Local Schools? \_\_\_\_\_yes \_\_\_\_\_no

Is this position a contracted position or a substitute position? \_\_\_\_\_

Phone number where you can be contacted during the day? \_\_\_\_\_

*The Chardon Local School District has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, or handicap.*