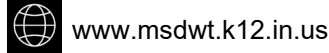


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Bus Assistant
Location	Transportation Center
Work Schedule	6.5 hours per day
Calendar Length	185 days (School year)
FLSA Classification	Hourly (Part-time)
Salary/Hourly Rate	\$16.00/hr. (\$19,240 annually)
Benefits	Step scale pay increases, paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Director of Transportation and the assigned Bus Driver, the Bus Assistants are to assist with overseeing and providing safe transportation for students on assigned buses. Responsibilities include:

- Assisting with the loading and unloading of special needs students; securing seatbelts, wheelchairs and other devices; assuring students are safely fastened to their seats; utilizing wheelchair lifts as needed.
- Monitoring student behavior; maintaining order and discipline among students; assuring student understanding of bus rules; reporting behavior issues to appropriate personnel.
- Assisting students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Communicating effectively with all school and community stakeholders, treating all with confidentiality, fairness, dignity and respect.

- Assisting with maintaining accurate records concerning students requiring additional follow-up actions during transportation activities.
- Performing related duties as assigned by the school administrator to meet the particular needs of the building/unit.
- Obtaining CPR and First Aid Certificates as required and attending mandatory special needs and safety training as necessary.
- Attending student/parent conferences when requested.
- Providing communication on two-way radio when necessary as well as assisting substitute drivers as needed.
- Maintaining confidentiality at all times.

Requirements

- Candidates should be at least twenty-one years of age.
- Candidates must possess any combination equivalent to: graduation from high school and sufficient training and experience to perform assigned duties.
- Candidates must exhibit good attendance.
- Candidates are required to pass a pre-employment background check and physical.
- Candidates must be able to assist with medically fragile and aggressive children.
- Candidates must be able to deal discreetly and tactfully with staff and various public including parents, students, teachers, building level and central office administrators, community patrons, and public and private agencies.

Physical Requirements

- Candidates must be able to bend over on a regular basis, hook up, connect, and secure wheelchairs.
- Candidates need to be strong enough to carry and lift children in and out of their car seats weighing 50 to 75 pounds.
- Candidates must be able to climb up and down stairs and be able to exit the bus from a height of 3 to 4 feet in case of an emergency.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Often

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to work at a desk, conference table or in meetings of various configurations	Occasional
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Often
Ability to reach in all directions	Very Frequent
Climbing	Occasional
Overhead work	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.