

POSITION ANNOUNCEMENT

TRANSPORTATION DEPARTMENT

BUS ATTENDANT

ANTICIPATED START DATE: AUGUST 14, 2025
1.5 HOURS – 2 HOURS PER DAY – ON TIMESHEET

DEFINITION OF POSITION: Assist the bus driver with actively monitoring the safety and behavior of student passengers while transporting to and from school including loading and unloading. May require assisting students with special needs.

QUALIFICATIONS:

- Must be able to ensure the safety and well-being of children being transported to and from school including loading and unloading passengers
- Must be able to handle physically and/or verbally aggressive behaviors
- Must be able to lift approximately 50 pounds occasionally
- Ability to assist students with special needs such as wheelchairs and transfer skills
- Must be physically able to assure the safe evacuation of students in the event of an accident or emergency
- Must possess effective student management skills and actively monitor students at all times
- Ability to maintain confidential information in an ethical manner
- Reports incidents such as discipline or accidents as required
- Must be willing to attend all scheduled training as needed
- All paraprofessionals/staff applying cannot exceed 7 hour per day in their current position.
- **General Ed & Sped Ed Paraprofessionals preferred**

Bus Paraprofessionals are non-continuing and shall be posted annually. These positions will be posted internally first and offered to all employees available to work in the bargaining unit by their original hire date in the following order:

1. Contracted six (6) hours or less.
2. Contracted between six and one quarter (6.25) to seven and three quarters (7.75) hours per day.
3. If additional positions are needed, they will be offered outside the bargaining unit.
4. If the District is unable to find candidates in numbers 1-3, then the District may open the work to employees contracted seven and three quarters plus (7.75+) hours per day.

Bus Paraprofessionals will be paid on an extra duties timesheet at the following rates.

- **Bus Attendant GenED routes \$19.00 per hour.**
- **Bus Attendant SPED routes \$21.00 per hour.**

APPLICATION PROCEDURE:

In-district candidates need to apply through the following link as an internal applicant:

<https://www.applitrack.com/toppenish/onlineapp/>

RCW 49.58.110 REQUIRMENTS

Salary Range: \$19.00 for GenEd Bus Routes & \$21.00 for SPED Bus Routes

Benefits Included: NA

Nondiscrimination Statement: Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA Coordinator
Sandra Birley, Special Education Director
306 Bolin Drive: Toppenish, WA 98948

509-865-4455
sbirley@toppenish.wednet.edu

Title IX Coordinator
Daniel Sanchez, Athletic Director
141 Ward Road: Toppenish, WA 98948

509-865-3370
dsanchez@toppenish.wednet.edu

Civil Rights Compliance Coordinator
Calisa Castillo, Human Resources Director
306 Bolin Drive: Toppenish, WA 98948

509-865-4455
ccastillo@toppenish.wednet.edu

Toppenish School District Board Policies and Procedures regarding Sexual Harassment, Nondiscrimination and Affirmative Action, and Prohibition of H.I.B. can be found at on our District website: <https://www.toppenish.wednet.edu/Page/4341>

If you believe you or a student have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at work, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your supervisor or with the school district's 504 Coordinator, Title IX Officer, or Civil Rights

Coordinator, who are listed above. This is often the fastest way to resolve your concerns. To file a complaint, please access this website: <https://www.toppenish.wednet.edu/Page/4341>