



SARALAND CITY SCHOOL SYSTEM

JOB ADVERTISEMENT

The Saraland Board of Education is accepting applications for the following classified position for the 2024-2025 school year.

POSITION TITLE: BUS AIDE

QUALIFICATIONS:

- High school graduate or equivalent (GED).
- Valid Alabama driver's license.
- Good physical and emotional health, including ability to lift and restrain students of varying age levels and sizes.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Operations

PERFORMANCE RESPONSIBILITIES:

- Embrace and promote the school system's mission, vision, beliefs, and goals.
- Understand and assist in upholding and enforcing school rules, administrative regulations, and Board policy.
- Participate in the efficient and effective operation of the student transportation, including meetings and assigned duties.
- Accept no other employment which interferes with the efficient and effective discharge of duties and responsibilities.
- Regular and punctual in attendance, follow procedure for recording daily attendance.
- Report to assigned locations at designated times, prepared to perform assigned duties.
- Ensure student safety by buckling them in their seats and securing wheelchairs before bus starts; supervising during transportation; assisting them with crossing the street; assisting them during loading and unloading, at home and at school; escorting them to the responsible adult at school.
- Account for students' personal belongings and messages.
- Assist bus driver with maintaining updated documentation of students assigned to bus.
- Knowledgeable of safety equipment located on bus; emergency procedures; bus route and pick-up points; wheelchair lift and locking equipment.
- Manage emergency physical problems during loading, transporting and unloading.
- Notify school officials of unusual events or behaviors.
- Cooperate with school staff in special requests concerning managing behaviors, physical management, etc.
- Respect the confidentiality of information pertaining to students and staff and the school system.
- Maintain proper and professional relationship with students and other employees.
- Perform duties in a manner that will promote good public relations.
- Participate in pre-service and in-service bus driver training program.
- Assume other transportation-related duties as assigned by Director of Operations.

TERMS OF EMPLOYMENT: Nine (9) month contract or as otherwise approved by Board.

EVALUATION: Performance evaluated in accordance with Board policy.

SALARY: Board approved salary schedule.

All applicants should apply electronically. To obtain an electronic application, visit the HireTrue website at <https://bit.ly/SpartanCareersStartHere> and complete the State of Alabama electronic application.

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions also require submission of valid teaching certificate (Alabama or out-of-state) as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

ADVERTISEMENT: 10/18/24

DEADLINE TO APPLY: until filled

The Saraland School System is an Equal Opportunity Employer.

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.

The statements above outline the general nature and scope of work performed by individuals in this classification. They should not be interpreted as a comprehensive list of all responsibilities, duties, and skills required. Personnel may be asked to perform tasks outside their usual responsibilities as necessary.