



# Kalkaska Public Schools

Posting / Employment Opportunity

July 11, 2017

## Transportation Bus-Aide Full Time Position

2017-2018 School Year

<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum of a high school diploma or equivalent; some college level preparation preferred.</li> <li>• CPR certification – adult, infant and child and First Aid certification (will train).</li> <li>• Pass background check</li> </ul>	
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise safe seating of students with seat belts.</li> <li>• Loading and unloading student with wheelchairs, walkers, crutches and canes.</li> <li>• Insure impaired students do no physical harm to themselves or others.</li> <li>• Disinfecting and cleaning seats and floor after such events.</li> <li>• Keep record of students riding to and from school.</li> <li>• Keep record of problems arising on the bus, bus sheets, and bus referrals for discipline.</li> <li>• Knowledge of bus route and times to all Kalkaska schools to insure timely drop off and pick up routes in case of sub driver.</li> <li>• Knowledge of students' teachers to insure proper communication for and/or about students.</li> <li>• Knowledge of proper discipline procedures for uncooperative and hard to manage students.</li> <li>• Knowledge of parents or care givers names and phone numbers in case of emergency.</li> <li>• Knowledge of student's impairment or handicap (seizures and medications).</li> <li>• Learn minimum of sign language to help with deaf, if required for individual student.</li> <li>• Listen to students' conversations to help avoid conflicts that may arise and pass important information to teachers (bad night at home may affect behavior)</li> <li>• Any other duties deemed necessary by supervisor.</li> <li>• Regular and reliable attendance.</li> <li>• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.</li> </ul>	
<b>Salary and Benefits</b>	Determined by the support staff contract.	
<b>Deadline</b>	3:00 p.m. on July 24, 2017 or until filled	
<b>Method of Application</b>	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a>

<b>Contact Information</b>	Please direct questions to Karen Sherwood at e-mail <a href="mailto:ksherwood@kpschools.com">ksherwood@kpschools.com</a> .
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>	