

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Bus Assistant

Supervisor: Director of Transportation

FLSA Status: Non-Exempt

Employee Group: At-Will

Qualifications:

1. Physical ability to stoop, crouch, reach child in a wheelchair and secure a wheelchair, with or without accommodations
2. Responsible attitude toward safety and well-being of students

Terms of Employment:

- Nine (9) month contract
- Three (3) to Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Assist in the safe and efficient transportation to/from school and/or extracurricular activities.
2. Assist driver with young students or students with disabilities in getting on/off bus.
3. Assist driver with supervision of all students while they are being transported on any and all routes and during boarding and exiting bus.
4. Provide assistance (as needed) securing students in appropriate restraints.
5. Collect items left on the bus by students and turn them in.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.