

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Substitute Bus Assistant

**Supervisor:** Director of Transportation

**FLSA Status:** Non-Exempt

**Employee Group:** At-Will

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#### Qualifications:

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

#### Terms of Employment:

- Schedule by phone or online as needed

#### 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.