

VACANCY NOTICE

DATE: December 17, 2024

POSITION TITLE: Hourly School Bus Aides (3 positions)

CURRENT ASSIGNMENT: Bus Garage (Transportation Department)

CERTIFICATION: Civil Service - Non-Competitive Class

START DATE: January 2025

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

This work involves responsibility for assisting the School Bus Driver in maintaining order on the bus and for overseeing the loading and unloading of student passengers. This position also administers to student needs, comfort, and conduct while in transit on school bus trips.

Supervision is exercised over the conduct of student passengers. Individuals work under the direct supervision of a Transportation Supervisor or designee.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Maintains order on the bus and makes certain that passengers are seated while bus is in motion;
- Rides on a school bus for the purposes of assisting students to climb aboard/exit from the bus;
- Aids disabled or special need students to get on and off the bus and be seated;
- Seats and places students as required;
- Assists students in disengaging safety and restraining equipment prior to leaving the bus;
- Delivers incident log and makes oral report to bus driver at conclusion of workday;
- Assists students and driver as needed;
- Other duties as assigned by Supervisor and/or Superintendent of Schools.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

ABILITY TO: get along well with students and command their respect; understand and follow simple oral and written directions; physical condition commensurate with the position; properly use an infrared thermometer after training.

GENERAL KNOWLEDGE OF: the various bus routes and bus stops for students in the district; basic first aid methods.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- Must meet NYSED and Civil Service requirements for School Bus Aide
- Possess basic skills required to deal with behavior management
- Fingerprint clearance through NYSED is required

TERMS OF EMPLOYMENT:

- 10-month, probationary position
- Approximately 25-30 hours per week
- \$15.50 per hour
- Benefits eligibility determined per CSEA contract

APPLICATION DEADLINE: Open Until Filled

All candidates (**including current employees**) must submit a completed instructional support application (found @ www.mexicocsd.org) **including contact information for three professional references** and a letter of interest to Shawn Kimball, Human Resources Specialist, 16 Fravor Road Suite A, Mexico, New York 13114. **Refer to posting #25-071 in all correspondence.**

The Mexico Central School District complies with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, physical handicap, and any other protected category under federal, state, or local laws. EOE/AA

This position will be filled following Civil Service Law.