



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: 0305016

### GENERAL EMPLOYMENT NOTICE

#### BUS ASSISTANT

#### Transportation Department

#### (Potential Openings)

**\*\*\*All applicants must complete the accompanying Job Match Profile for full consideration\*\*\***

#### MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (GED) preferred
- Minimum of 1 year experience preferred working with students in public schools, church related schools, day camps, youth groups, private schools, licensed day care centers or other approved settings
- Must be 18 years of age
- Must pass initial employment physical examination
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

#### SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Ability to follow verbal instructions and communicate effectively.
- Ability to read, understand, and communicate in English.
- Ability to operate safety equipment and adaptive equipment.
- Ability to work well with children and those with disabilities.
- Ability to become familiar with all routes to and from school campus to be of assistance to bus driver.
- Ability to communicate effectively with diverse groups of individuals in a professional manner.
- Ability to manage student behavior.

#### ESSENTIAL FUNCTIONS

1. Supervise students as they board and leave bus and cross street.
2. Assist the bus driver in watching students get inside school and residence.
3. Assist bus driver in maintaining and inspecting bus.
4. Keep students safe and orderly while on the school bus, monitor student behavior, and report student discipline problems.
5. Learn and adapt to each student's special medical, physical, communicative and emotional needs.
6. Lift and carry students with disabilities on and off the bus according to their individual needs.
7. Supervise use of seat belts, vests, or car seats by students in buses that are equipped with such devices.
8. Follow emergency procedures and administer first aid/CPR if necessary.
9. Follow established procedures and techniques to meet high standards of cleanliness, health and safety and report any conditions that are not correctable to supervisor immediately.
10. Attends all District and departmental training as required.
11. Perform other duties as assigned.

#### PHYSICAL DEMANDS/WORKING CONDITIONS

Lifts/carries 10–50 pounds frequently, 50–60 pounds occasionally, more than 60 pounds infrequently with assistance. Pushing/pulling 10-25 pounds sporadically. Maintain emotional control under stress. Continual sitting, walking, climbing, or reaching, and repetitive hand and arm motions. Occasional stooping, bending, kneeling. Work outside and inside; work around vehicles and machinery with moving parts; exposure to extreme temperatures and vehicle fumes. May be exposed to body fluids and other contagions.

**REPORTS TO:** Station Manager

**TYPE OF ASSIGNMENT:** Part-Time, Non-Exempt

**MINIMUM HOURLY RATE:** \$8.94

**WORK DAYS:** 187

**PAY GRADE:** H1

**NORTHSIDE INDEPENDENT SCHOOL DISTRICT OFFERS EXCELLENT FRINGE BENEFITS!**

**Internal Applicants** – Submit a Job Match Profile form (available in Human Resources or at [www.nisd.net](http://www.nisd.net)).

**External Applicants** – Submit a completed Application for Auxiliary and Classified Employment, a Job Match Profile form (available in Human Resource or at [www.nisd.net](http://www.nisd.net)), and copies of required credentials to support the qualifications as posted in the job announcement.

*Only those persons who meet the minimum qualifications as posted, and submit a completed application for employment, with supporting credentials will be considered for the position. The complete application packet should be submitted/mailed to:*

Northside ISD  
Human Resources  
5617 Grissom Road  
San Antonio, TX 78238

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