

# Salem City School District

## Bus Attendant Duty Aide for Transportation

**Posting Date:** February 14, 2025  
**Posting Deadline:** Until Position is Filled  
**District:** Salem City Schools  
**Position:** Bus Attendant Duty Aide for Transportation

**One (1), two (2) hours per day during the school year, 12:30 p.m. to 2:30 p.m.**

Times are set by the person designated by the Superintendent, who is currently the Transportation Supervisor.

### Qualifications:

1. Must be physically capable of safely and appropriately lifting and managing preschool, daycare, and special needs children when necessary.
2. Must be able to cope with stressful situations as related to preschool, daycare, and special needs children.
3. Must possess or be willing to upgrade skills through formal and/or in-service training related to transportation of preschool, daycare, and special needs children.
4. Must be able to reach and bend.
5. Must possess a minimum standard Basic First Aid and CPR course which must be kept current.
6. Must have had training in wheelchair securement, lift operations and knowledge of miscellaneous types of restraints, seat belts, and car seats.
7. Must protect the safety and health of the school bus children, including controlling behavior, administering emergency first aid, operating wheelchair lifts and assist in the boarding and releasing of passengers.
8. Must maintain unusual incident reports, behavior charting and/or attendance, as needed.
9. Must assist the transportation supervisor, bus driver and instructors in adapting transportation to meet the needs of riders, including seating arrangements, adaptive equipment and behavior management.
10. Assist the bus driver in distributing and receiving communications to and from riders.
11. Must participate in an in-service as required with a minimum of four (4) hours annually.

**Salary:** According to Schedule in the Master Agreement

**Starting Date:** Immediate Hire

Qualified candidates may send a resume and application to the attention Jason Austin @ [austinj@saalem.k12.oh.us](mailto:austinj@saalem.k12.oh.us) or Terri Roberts @ [robertst@saalem.k12.oh.us](mailto:robertst@saalem.k12.oh.us) or mailed to Salem City Schools at 1226 East State Street, Salem, OH 44460 or Faxed to 330-332-8936. The application is available on the school's website at [www.salemquakers.org](http://www.salemquakers.org) .