

PLEASE POST

To: Salem High School, Salem Junior High School, Buckeye School, Reilly School, Southeast School, Bus Garage, Cafeteria Area of each building, Custodial Room of each building, Maintenance Department, Office of the Treasurer, OAPSE #215 President, and Office of the Superintendent

From: Office of the Superintendent

Date: **September 17, 2026**

Position: **Classified position**

Bus Attendant Duty Aide for Transportation

One (1), four (4) hours per day during the school year, 6:30 a.m. to 8:30 a.m. and 2:30 p.m. to 4:30 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.

The deadline for this position is 3:00 PM on Wednesday, September 23, 2026

Please contact the Superintendent's Office if you have any questions.

. Letters of Interest can also be emailed to Terri Roberts at robertst@saalem.k12.oh.us