

**PLEASE POST**

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**DATE: JULY 19, 2018**  
**TO: ALL QUALIFIED CANDIDATES**  
**FROM: OFFICE OF THE SUPERINTENDENT**  
**POSITION: PART-TIME BUS AIDE – COLDWATER SCHOOLS TRANSPORTATION DEPARTMENT**  
**RESPONSIBILITIES:**

- **ASSISTS THE BUS DRIVER BY PROVIDING PHYSICAL ASSISTANCE IN HELPING SPECIAL EDUCATION STUDENTS ON AND OFF THE BUS; ASSISTS IN THE OPERATION OF WHELLCHAIR LIFT EQUIPMENT.**
- **ASSISTS THE DRIVER IN THE USE OF SPECIAL EQUIPMENT SUCH AS HARNESSSES, SEAT BELTS, AND WHEELCHAIR TIE-DOWNS; ASSISTS STUDENTS IN BRACES AND ON CRUTCHES.**
- **MONITORS AND ATTENDS TO STUDENT BEHAVIOR WHILE IN ROUTE/ COMFORTS AND CARES FOR SICK STUDENTS; MONITORS BEHAVIOR AND PHYSICAL PROBLEMS.**
- **ATTENDS IN-SERVICE TRAINING MEETINGS.**
- **MAINTAINS CONFIDENTIALITY IN THE CONDUCT OF DISTRICT BUSINESS.**
- **MUST BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF INTERACTING WITH STUDENTS AND/OR DISTRICT EMPLOYEES IN THE SPECIFIC WORK SITE ASSIGNED.**

**QUALIFICATIONS:**

- **CLEAR COMMUNICATION SKILLS**
- **ABILITY TO BE PATIENT, FLEXIBLE AND CARING**
- **ABILITY TO WORK COOPERATIVELY WITH ALL STAFF IN A TEAM APPROACH**
- **ABILITY TO HANDLE EMERGENCY SITUATIONS AND WORK UNDER PRESSURE**

**HOURS: MONDAY - FRIDAY**  
**HOURS MAY VARY**

**SALARY: \$10.50 PER HOUR**

**EXPECTED**

**DATE OF HIRE: UPON BOARD APPROVAL**

**APPLY TO: COLDWATER COMMUNITY SCHOOLS**  
**HUMAN RESOURCES DEPARTMENT**  
**401 SAUK RIVER DRIVE**  
**COLDWATER, MI 49036**  
**EMAIL: [HR@CCSCARDS.ORG](mailto:HR@CCSCARDS.ORG)**

**\*\*\*The Coldwater Community School District is an equal opportunity employer. Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972k and Section 504 of the Rehabilitation Act of 1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap\*\*\***