

PLEASE POST

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DATE: APRIL 28, 2023
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 WHEELCHAIR 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: \$13.00 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**

*****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*****