

POSTING

June 22, 2022

**SCHOOL CITY OF EAST CHICAGO
JOB OPENINGS 2022-2022 SY**

Title: Bus Aide (Exempt)

Location: Transportation Department

Reports To: Director of Transportation

Job Goal: To assist in providing safe transportation of special needs students to and from designated locations.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required):

- High School Diploma or general education degree (GED).

Duties and Responsibilities

1. A mandatory negative drug test is required prior to appointment to this position
2. Ensures and maintains acceptable conduct by all students while on the bus
3. Assist bus driver and students in operation of lifts for wheelchairs
4. Secures special equipment and supplies that may accompany the student
5. Is alert to any conditions in the loading/unloading area which present a danger to students
6. Communicates in an appropriate fashion with students, parents and employees
7. Any and all duties

START DATE: Upon Board Approval

APPLICATION DEADLINE: Open Until Filled

Please submit a letter of interest and credentials/resume to:

Kimberly Morris
Human Resource Coordinator
School City of East Chicago
1401 E. 144th Street
East Chicago, IN 46312
kmorris@ecps.org
HumanResources@ecps.org

Also Apply on-line@:<https://rds.ecps.org/rdsonlineapp/> {applies to out of district applicants}
Look for postings on-line @ www.scec.k12.in.us **Links/JOB OPENING**

Working Conditions and Physical Environment

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; hear and understand speech at normal levels; physical agility to lift up to 50 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Bus Driver Aide will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Transportation or appropriate administrator. School City of East Chicago reserves the right to update, revise or change this job description and related duties at any time.