

## BUS AIDE MONITOR FOR INDIAN LAKE SCHOOLS

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Bus Aide Monitor	Part-Time (by timesheet)  5 days/week (M-F)  6:45 a.m. to 8:00 a.m. and 3:00 p.m. to 4:15 p.m.	Until Filled	8/21/2019	Indian Lake Local Schools	Must hold, or have the ability to obtain, a valid ODE Educational Aide Permit.

If you have questions regarding the position and/or building assignment, please contact Meaghen Tidwell, Special Education Director at:

[mtidwell@mresc.org](mailto:mtidwell@mresc.org)

### HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

#### MRESC Application

- **Step #2** – Submit your completed application to:  
Midwest Regional ESC  
Attn: Jana Barhorst  
129 East Court St.  
Sidney, Ohio 45365

Or you may email the completed application to:

[jbarhorst@mresc.org](mailto:jbarhorst@mresc.org)

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER  
BELLEFONTAINE\*OHIO

<b>Title:</b>	<b>BUS AIDE/MONITOR</b>	<b>File 407</b>
<b>Reports to:</b>	Program Supervisor	
<b>Job Objectives:</b>	Monitor and manage student behavior on the school bus. Provide personal assistance to help ensure student safety. Use each contact with the public as an opportunity to promote a positive impression of the educational service center.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or equivalent.</li><li>· Meet all mandated health requirements</li><li>· Hold or be qualified to obtain an Educational Aide Permit.</li><li>· A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.</li><li>· Ability to learn appropriate skills for the position.</li><li>· Ability to physically manage students with disabilities and behavior problems.</li><li>· Demonstrate maturity and the ability to work with students and their families.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Learn the purpose and proper procedures to perform all assigned duties. Seek advice when expectations are unclear.</li><li>· Offer help when students ask for or their behavior suggests they need assistance. Avoids being intrusive. Allow students to seek their highest degree of independence. Solve student concerns discreetly.</li><li>· Recognize when problems may be developing. Immediately correct or report unsafe conditions.</li><li>· Learn and follow approved procedures for evacuation of the bus during emergencies. Participate in emergency evacuation drills.</li><li>· When aware of passengers with medical or special health considerations, anticipate and be prepared to offer assistance during an emergency. Follow prescribed first aid policies and procedures.</li><li>· Accurately document all accidents and injuries using standardized district forms.</li><li>· Monitor and control passenger behavior. Teach self-discipline. Enforce safety rules. Uphold the student conduct code according to district policy. Protect the due process rights of students. Report persistent discipline problems to the appropriate authority.</li><li>· Work with district staff to address persistent behavior problems. Carry out behavior modification plans to help students achieve behavioral objectives.</li><li>· Help assigned substitute drivers understand any special student requirements.</li><li>· Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised.</li><li>· Strive to develop rapport with students, staff, parents, and the public. Respond to requests and complaints promptly and tactfully. Offer and accept constructive suggestions diplomatically. Respect the personal confidences and privacy needs of individuals.</li></ul>	

- Report evidence of suspected child abuse as required by law.
- Participate in staff meetings and professional growth activities as directed.
- Serve as a role model for staff and students. Exemplify responsible leadership. Display personal integrity, impartiality, respect and courtesy.
- Perform other specific job-related duties as directed.

**Abilities**

**Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Displaying an interest in students and enthusiasm for education.
- Using interpersonal skills to promote a favorable image of the educational service center.
- Working cooperatively to support a successful team effort.
- Expressing ideas effectively using verbal, nonverbal, and writing skills.
- Carrying out prescribed actions efficiently with limited supervision.
- Performing activities that may require stooping, kneeling, and/or crouching.
- Intervening to avert problem situations and resolve conflicts.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Traveling to meetings and work assignments.
- Being punctual and maintaining an acceptable attendance record.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Working**

**Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties require riding in a vehicle.
- Duties may require working under time constraints to meet deadlines.
- Duties may require dispensing medications and exposure to personal hygiene products, cleaning solvents, and chemical vapors.
- Duties may require wearing protective clothing and/or safety equipment.
- Exposure to air borne particulates, vapors, and odors.
- Exposure to loud noises and equipment vibrations.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the governing board.

The Midwest Regional Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The governing board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.