

## BUS AND LUNCH/RECESS INSTRUCTIONAL ASSISTANT

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 and Lunch/Recess Instructional Assistant	Full-Time 5 days/week (M-F)  6:55 a.m.-9:30 a.m. and 11:00 a.m.-1:10 p.m. and 2:00 p.m.-4:30 p.m.	Until Filled	8/2/2022	Sidney City Board of Education for Transportation duties and Longfellow Elementary for Lunch/Recess duties	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 Elaine Drumm, HR Manager at:

[edrumm@mresc.org](mailto:edrumm@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

## JOB DESCRIPTION

<b>Title:</b>	<b>BUS INSTRUCTIONAL ASSISTANT</b>	<b>File 702</b>
<b>Reports to:</b>	Transportation Supervisor	
<b>Job Objectives:</b>	Monitors and manages student behavior on the school bus. Provides personal assistance to help ensure student safety. Uses each contact with the public as an opportunity to promote a positive impression of the school district.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or equivalent.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Provides documented evidence of a clear criminal record.</li><li>· Holds or is qualified to obtain an Educational Aide Permit.</li><li>· Ability to learn appropriate skills for the position.</li><li>· Ability to physically manage students with disabilities.</li><li>· Ability to learn and use basic sign language techniques when needed.</li><li>· Demonstrates 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>· Learns the purpose and proper procedures to perform all assigned duties. Seeks advice when expectations are unclear.</li><li>· Helps supervise students during loading and unloading procedures. Operates the wheelchair lift as directed. Ensures that wheelchairs are properly positioned, locked, and secured before the bus starts.</li><li>· Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive. Allows students to seek their highest degree of independence. Solves student concerns discreetly.</li><li>· Helps students with clothing (e.g., gloves, coats, shoe laces, boots, etc.).</li><li>· Physically assists students as trained by a licensed health care professional (e.g., wheelchair transfers, mobility, lifting, carrying, positioning, adjusting personal restraints, etc.). Learns the proper operating procedures for personal assistive devices.</li><li>· Inspects safety harnesses, restraints, and other special devices used in the transportation of students with disabilities. Monitors the performance of safety equipment. Recognizes when problems may be developing. Immediately corrects or reports unsafe conditions and/or defective equipment.</li><li>· Learns and follows approved procedures for evacuation of the bus during emergencies. Participates in emergency evacuation drills.</li><li>· When aware of passengers with medical or special health considerations, anticipates and is prepared to offer assistance during an emergency. Follows prescribed first aid policies and procedures.</li><li>· Accurately document all accidents and injuries using standardized district forms.</li><li>· Monitors and controls passenger's behavior. Teaches self discipline. Enforces safety rules. Upholds the student conduct code according to district policy. Protects the due process rights of students. Reports persistent discipline problems to the appropriate authority.</li><li>· Works with district staff to address persistent behavior problems. Carries out behavior modification plans to help students achieve behavioral objectives.</li><li>· Helps assigned substitute drivers understand any special student requirements.</li><li>· Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.</li><li>· Strives to develop rapport with students, staff, parents, and the public. Responds to requests and complaints promptly and tactfully. Offers and accepts constructive suggestions diplomatically.</li></ul>	

- Respects the personal confidences and privacy needs of individuals.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth activities as directed.
- Serves as a role model for students. Demonstrates personal integrity, responsibility, impartiality, respect, and courtesy.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

- Demonstrates professionalism and exemplary personal conduct.
- Displays an interest in students and enthusiasm for education.
- Uses interpersonal skills to promote a favorable image of the school district.
- Works cooperatively to support a successful team effort.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Carries out prescribed actions efficiently with limited supervision.
- Lifts, moves, and/or positions children. Helps students use mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performs activities that may require stooping, kneeling, and/or crouching.
- Intervenes to avert problem situations and resolve conflicts.
- Lifts, carries, and/or moves classroom supplies and equipment.
- Travel to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.

**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 and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- 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 working during the evening and/or weekend.
- 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.

## **MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER**

### **JOB DESCRIPTION**

**Title:** **LUNCH/RECESS INSTRUCTIONAL ASSISTANT** **File 508**

**Reports to:** Building Principal

**Job Objectives:** Monitors and manages student behavior in the cafeteria and on the playground. Provides personal assistance to help ensure student safety. Uses each contact with the public as an opportunity to promote a positive impression of the school district.

**Minimum  
Qualifications:**

- High school diploma or equivalent.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Provides documented evidence of a clear criminal record.

- Holds or is qualified to obtain an Educational Aide Permit.
- Ability to learn appropriate skills for the position.
- Demonstrated maturity and the ability to work well with all individuals.

**Responsibilities  
and Essential  
Functions:**

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.

- Learns the purpose and proper procedures to perform all assigned duties. Seeks advice when expectations are unclear.
- Helps communicate school rules to students. Maintains high standards for student conduct. Upholds the student conduct code according to district policy. Protects the due process rights of students.
- Monitors and controls students' behavior. Patrols the cafeteria and playground to maintain visibility and student contact. Recognizes that students must have undirected play time. Clarifies behavioral expectations. Identifies privileges and consequences. Firmly confronts undesirable behavior calmly and fairly. Shows an active interest in students and acknowledges responsible behavior.
- Reports serious or persistent discipline problems to an appropriate staff member without delay.
- Recommends cafeteria/playground rules modifications that will improve student conduct and/or enhance safety.
- Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive. Allows students to seek their highest degree of independence. Solves student concerns discreetly.
- Encourages social interactions among students. Supports an inclusive environment. Promotes opportunities for students with disabilities to participate in appropriate peer group activities.
- Provides close supervision and takes reasonable precautions to ensure student safety. Does not leave students unsupervised.
- Watches for suspicious activities that may cause harm to students and staff (e.g., students in distress, unusual behavior, strangers, etc.). Immediately reports concerns to an appropriate staff member. Refers all visitors to the main office.
- Stays with an injured student during an emergency. Sends for immediate assistance. Directs a responsible peer to escort a student with minor injuries to the school nurse or main office.
- Accurately document all accidents and injuries using standardized district forms.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Reports vandalism, unsafe conditions, or misuse of school property to the building principal and/or other appropriate staff.
- Monitors weather conditions. Initiates action to protect students during adverse weather conditions.
- Strives to develop rapport with students, staff, parents, and the public. Responds to requests and complaints promptly and tactfully. Offers and accepts constructive suggestions diplomatically. Respects the personal confidences and privacy needs of individuals.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth activities as directed.
- Serves as a role model for students. Demonstrates personal integrity, responsibility, impartiality, respect, and courtesy.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

- Demonstrates professionalism and exemplary personal conduct.
- Displays an interest in students and enthusiasm for education.
- Uses interpersonal skills to promote a favorable image of the school district.
- Works cooperatively to support a successful team effort.
- Expresses ideas effectively using verbal, nonverbal, and writing skills.
- Carries out prescribed actions efficiently with limited supervision.
- Performs activities that may require stooping, kneeling, and/or crouching.
- Intervenes to avert problem situations and resolve conflicts.
- Lifts, carries, and/or moves supplies and equipment.

- Travels to meetings and work assignments.
- Maintains an acceptable attendance record and is punctual.

**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 and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Exposure to student commotion.
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- Duties may require working under time constraints to meet deadlines.