

## INSTRUCTIONAL ASSISTANT-TRANSPORTATION

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

<b>Position</b>	<b>Part-Time or Full-Time</b>	<b>Deadline to Apply</b>	<b>Start Date</b>	<b>Building/District Location</b>	<b>Special Requirements</b>
Instructional Assistant-Transportation	Full-Time 5 days/week (M-F)  Start and end times to be determined	Until Filled	8/1/2024	Sidney City Board of Education for Transportation 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)

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

# 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.