

## VAN AIDE

**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>
Van Aide	Part-Time  Up to 5 days/week (M-F)  <b>6:30 a.m. to 8:00 a.m. and/or 1:45 p.m. to 3:15 p.m.</b>  Candidate can perform both assignments or choose between the morning or afternoon route.	Until Filled	As Soon As Possible	Fort Loramie Local Schools located in Shelby County	Must hold, or have the ability to obtain, a valid State Board of Education Educational Aide Permit.

If you have questions regarding the position and/or building assignment, please contact Amy McGuffey, Director of Student Services at:

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

[MRESA Application](#)

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

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

**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.