



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

POSITION: Transportation Guest Paraeducator

LOCATION: Transportation Department

**QUALIFICATIONS/
RESPONSIBILITIES:** See Attachment

**TERMS OF
EMPLOYMENT:** Contracted through www.willsub.com

**RATE OF PAY
AND FRINGES:** \$9.45/hour

BEGINNING DATE: 2019-20 School Year
END DATE:

**DEADLINE FOR
APPLICATION:** Until Filled

APPLICATION: Applications accepted via Oakland Human Resources Consortium
https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000529

DATE OF POSTING: July 18, 2019

**SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION**

TRANSPORTATION PARAEDUCATOR

QUALIFICATIONS:

1. Minimum high school diploma or GED.
2. Caring, patient attitude towards students with special needs.
3. Mentally and physically able to perform duties as required.
4. Prior experience working with children.
5. Successfully pass a criminal background check.
6. Must be punctual, responsible and dependable.
7. Must be able to handle stressful situations.
8. Must have an exemplary attendance record.

RESPONSIBILITIES:

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

REPORTS TO:

Manager of Transportation Services

SPECIFIC DUTIES:

1. Responsible for the care and safety of students on the bus.
2. Supervise / monitor students.
3. Interact with children in a positive way.
4. Use appropriate and positive intervention with students.
5. Encourage students to become independent and responsible.
6. Be aware of all students on the bus during loading and unloading.
7. Use appropriate language, displaying courteous and caring attitude in dealing with students, parents, and other employees.
8. Work cooperatively with driver in completing required tasks.
9. Gather and secure student's belongings. Prepare student to exit bus in a timely manner.
10. Responsible for seeing that students are escorted while boarding and exiting bus.
11. Know evacuation and emergency procedures.
12. Maintain a courteous and professional relationship with all staff, in and out of district.
13. Responsible for following guidelines outlined in Transportation Handbook.
14. Follow District guidelines, policy and procedures regarding confidentiality.
15. Assist driver with students in the operation of lifts and wheelchairs and assisting disabled students.
16. Secure students and any special equipment that may accompany them.
17. Attend training on medical procedures, as required.