

**The Payette School District has the following opening for the 2018-2019 school year:**

SCHOOL BUS AIDE: *Temporary, part-time position, 2.5 - 3 hours per week, approximately between 2:50 PM-3:20 PM for the Payette Primary School*

**Internal candidates may submit a letter of interest indicating their qualifications for the position.**

**JOB SUMMARY:**

Assist bus drivers in providing safe ridership and transportation of students.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assist students in getting on and off the bus
2. Assist the driver in observing the movements of passengers to be sure that none wander into the path of the vehicle
3. Ensure that only authorized pupils are transported and ensure that all students have left the bus at the end of the route
4. Provide instruction to students regarding courteous passenger behavior and safety
5. Assist the bus driver in maintaining discipline on the bus
6. Require all students to remain seated when bus is in motion
7. Do not allow students to consume soda, food, or gum on the bus
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

**PRIMARY RESPONSIBILITY TO:**

Transportation Supervisor/School Principal

Applications are located on the school district website or picked up from Tammi Griffin at the school district office or by email: [tagriffin@payetteschools.org](mailto:tagriffin@payetteschools.org)

Submit completed application, cover letter and three letters of recommendation to:

Tammi Griffin  
Payette School District  
20 N 12<sup>th</sup> Street  
Payette, ID 83661

Or email: [tagriffin@payetteschools.org](mailto:tagriffin@payetteschools.org)

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. Position open until filled. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). *Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.* Regular attendance is an essential function of this position.