



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(date)

POSITION: BUS ASSISTANT

LOCATION: As assigned by the Director of Transportation or designee

JOB SUMMARY:

Assists in providing safe transportation to students with special needs. Incumbent receives general direction from the Director of Transportation. Direction may also be provided by building principal, especially in cases in which transportation is completed before scheduled hours are exhausted. In those cases, the incumbent will assist with program needs of the school.

REPORTS TO: Director of Transportation and principal of school to which students are assigned.

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. High School Diploma or possession of a General Education Development (GED) Certificate.
2. Ability to communicate effectively, both verbally and in written form.
3. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
4. Demonstrates success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Assists the bus driver in maintaining appropriate student conduct on the bus.
2. Assists special needs students in getting on and off the bus.
3. Manages student behavior and implements behavioral interventions.
4. Alerts the driver to student violations of the Code of Conduct.
5. Attends annual In-Service training each year.
6. Operates a wheel chair lift gate and other devices associated with wheel chair tie downs.
7. Lifts students into and out of chairs as necessary.
8. Assists in the removal of wheel chair students during emergency bus evacuations without the use of the chairlift.
9. Assists children into and out of safety devices.
10. Performs other duties as may be required.
11. Thinks, concentrates, and interacts positively with others.
12. Comes to work regularly and promptly.
13. Works under stress and meets all deadlines.

OTHER JOB DUTIES: (Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required by Director of Transportation or building principal.

LICENSES OR CERTIFICATES: None

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking. Work requires occasional heavy physical effort, including lifting and bending. Tasks include lifting up to sixty (60) pounds.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

TERMS OF EMPLOYMENT: Ten (10) month position and salary commensurate with qualifications and experience as applied to the salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-exempt.

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date), 2016 at 4:30 pm.

Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all student, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481