

**MADISON LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

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| <b>Title:</b>  | <b>Bus Aide</b>   |
| <b>Reports To:</b>   | Transportation Supervisor/Designee  |
| <b>Status:</b>   | FLSA Classified; Sections 3319.081, 3319.088 - ORC  |
| <b>General Description:</b>  | Assist in providing basic support services to assist with the instructional program and to promote the physical and emotional wellbeing of students.  |
| <b>Qualifications:</b>   | <ol style="list-style-type: none"> <li>1. High school diploma or equivalent; two years of study at an accredited institution of higher education or an associate degree preferred.</li> <li>2. Successful experience working with children and young adults.</li> <li>3. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and able to disseminate same.</li> <li>4. Good attendance record.</li> <li>5. CPI certification preferred.</li> <li>6. Additional qualifications as the Board of Education may require.</li> </ol>   |
| <b>Physical/Other Requirements:</b>  | <ol style="list-style-type: none"> <li>1. Able to access classroom, office, and appropriate areas of school and District property and facilities.</li> <li>2. Able to safely and appropriately lift and manage preschool and special needs children when necessary (up to 35 lbs. when alone).</li> <li>3. Effective communication and interpersonal skills.</li> <li>4. Able to present information in a clear and compelling manner.</li> <li>5. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>6. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>7. Able to interact well with other people, but also able to work independently.</li> </ol> |
| <b>Performance Responsibilities (Essential Functions*):</b>  |   |
| <ol style="list-style-type: none"> <li>1. Assist in providing supervision and support services for students in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. Assist and monitor all students at pickup, discharge, and transfer points, as they get on and off the bus.</li> <li>3. Monitor behavior of the students and their adherence to bus rules and regulations</li> <li>4. Work with the bus driver to complete transportation incident reports when corrective action is needed.</li> <li>5. In the event of an accident, assist the driver in the evacuation of students.</li> <li>6. Assist the driver and students in the event of a medical emergency.</li> <li>7. Perform other such duties as assigned by the Transportation Supervisor/designee.</li> <li>8. Assist in the implementation of intervention strategies, individualized education plans (IEPs), and/or other District-authorized accommodation plans.</li> <li>9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.</li> <li>10. Develop and maintain positive school-community relationships and timely communications.</li> <li>11. Assist with field trips and other class-related activities.</li> <li>12. Maintain up-to-date records and complete reports as required by law, District policy, and administrative guidelines.</li> <li>13. Monitor and assist with student hygiene and safety practices.</li> <li>14. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and</li> </ol> |   |

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| District meetings/functions, and support of District initiatives.<br>15. Respond to specific requests from the Transportation Supervisor and the driver on matters affecting the program and operation of the District.   |
| <b>Other Professional Expectations:</b>   |
| 1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible human beings.<br>2. Demonstrate a belief in and practice of ethical principles and democratic values.<br>3. Keep up-to-date and knowledgeable of educational issues and District-related matters.<br>4. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.<br>5. Perform other job functions as assigned. |
| <b>Additional Working Conditions:</b>   |
| 1. Occasional exposure to blood, bodily fluids, and tissue.<br>2. Occasional operation of a vehicle under inclement weather conditions.<br>3. Occasional interaction among unruly children.   |
| <b>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.</b>  |
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**I have received and read this job description and fully understand the requirements set forth therein.**

\_\_\_\_\_  
**Employee’s Signature**

\_\_\_\_\_  
**Date**

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**Supervisor’s Signature**

\_\_\_\_\_  
**Date**

**The Madison Local School District is an equal opportunity employer.**