



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Bus Aide

Wage/Hour Status: Non-Exempt

Reports to: Transportation Director

Pay Grade: Manual Trade Employee
Pay Grade 1
(\$8.65- \$12.19)

Dept/School: Transportation Department

*Pre-screening may be conducted by an approved medical vendor prior to starting employment.

Initiated Date: Feb. 24, 2003

Revised Date: January 19, 2011

District Primary Purpose:

To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose:

Provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the District's curriculum and extracurricular program.

Qualifications:

Education/Certification: Eighth grade or higher
Age 18 years

Experience: Knowledge of the physical, mental and emotional child development process, safety and emergency procedures.

Major Responsibilities and Duties:

1. Insure that all students are seated and strapped with seat belts at all times.
2. Review and check bus for students at the end of route.
3. Assist the driver in loading and unloading wheelchair students onto or off the van by manipulating the wheelchair.
4. Assist the driver by keeping the children reasonably quiet and orderly.
5. Escort students to and from their classroom upon arrival and dismissal at school.
6. Perform other assignments as deemed necessary by the bus driver.
7. Is under the direct supervision of the bus driver during the time the van/bus is operational.
8. Perform other duties as assigned by the Transportation Director.

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress; ability to communicate effectively verbally and written, ability to maintain effective control over groups of students.

Physical Demands/Environmental Factors:

1. Ability to stand, walk and stoop, kneel, crouch or crawl (0 to 30% of the work day).
2. Talk or hear (34 to 66% of the work day).
3. Able to sit, use hands to finger, handle or feel, push/pull and reach with hands and arms (67 to 99% of the work day).
4. Lift and carry objects weight from 10 to 15 lbs (0 to 33% of the work day).
5. Special vision, requirements include: 20/20 (corrected), ability to identify and distinguish colors. Be able to adjust eye to bring an object into sharp focus, judge distances and spatial relationships and observe an area peripherally.
6. Work environment; exposure to wet, humid conditions (34 to 67% of the work day) and working near moving mechanical parts (0 to 33% of the work day).
7. The typical noise level for the work environment is loud noise.
8. Hearing requirement include: ability to hear alarms on equipment, client calls and instructions from department staff.
9. Repetitive motion actions include: use of foot control, both feet (5-6 hrs of the work day) use of hands, both hands (5-6 hrs of the work day), grasping simple/light objects (5-6 hrs of the work day), grasping firm/heavy objects (3-4 hrs of the work day).

POSITION WORKING DAYS: 183 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____