



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Posting

(Vacancy Announcement)

Position Title: Bus Aide
Posting Date: August 8, 2011
Deadline: Until Filled
Location: Transportation
Salary Range: \$8.18-\$11.41/hr.
Length of Work Year: 177 days

- Special Knowledge/Skills:**
- Ability to follow verbal instructions and communicate effectively.
 - Ability to operate safety equipment and adaptive equipment.
 - Ability to work well with children with disabilities.
 - Lift and carry students with disabilities on and off the bus according to their individual needs.
 - Supervise students as they board and leave bus and cross street.
 - Take children into building and help them find their way.
 - Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
 - Manage student behavior and report student discipline problems to appropriate administrator.
 - Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
 - Become familiar with all routes to and from school campus to be of assistance to driver.
 - Maintain an updated route schedule.
 - Supervise use of seat belts, harnesses, or car seats by students.
 - Follow emergency procedures and help driver administer first aid, if necessary.
 - Operate equipment according to established safety procedures.
 - Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
 - Become familiar with and follow procedures established by transportation and special education offices.
 - Help driver keep bus clean.
 - Work irregular hours as needed.
 - Equipment Used: Wheelchair lift, ramp, lock, and special needs adaptive equipment.
 - Perform other duties and functions as assigned by the Director of Transportation and Head Start Director.

Application Procedures: **District Employees:**
Letter of Interest and updated résumé.

Contact Person: Jimmy Wyble

Non District Applicants:

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org