

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: March 31, 2017 - OUF

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Paraeducator – Bus Monitor	Substitute-On Call Various Hours and Routes	Transportation
<i>Right Response trained or willingness to be trained.</i>		
Salary: \$12.75 per hour. (No benefits or union membership)		

Job Purpose Statement/s: The job of "School Bus Monitor" is done for the purpose/s of assisting special education students while they are being transported to and from school; providing assistance with students' health care and assisting with student loading and unloading from busses.

Essential Job Functions:

- * **Assist** bus driver in maintaining order and minimizing disruptive activity on the school bus.
- * **Assess** special education students for the purpose of providing health care and other special needs during transport, safe loading and unloading from busses including both emergency situations and normal transport.
- * **Clean** assigned vehicles, both interior and exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
- * **Instruct** special education students for the purpose of enforcing rules and regulations and maintaining safety.
- * **Prepare** documentation for the purpose of providing written support and/or conveying information.

Other Job Functions:

- * **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

Experience Required: Job related experience.

- * **Skills, Knowledge, and/or Abilities Required:**

Skills to operate standard office equipment, provide for special health care needs of students, and communicate effectively with students and caregivers.

Knowledge of vehicle operation and special health care requirements.

Abilities to understand and address students with special needs, understand and carry out oral and written instructions. Significant physical abilities include climbing/balancing, pushing/pulling, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision and ability to lift and carry handicapped students.

- * **Education Required:** High School diploma or equivalent.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid Certificate.

Application Procedure for out of district candidates:

Apply through Public Schools Personnel Cooperative @ www.teachinginwashington.com

*If you share our commitment to provide challenging opportunities
For all students to be successful, we'd like to hear from you!*

Olympia School District 1113 Legion Way SE Olympia, WA 98501
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, sexual orientation or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.