

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Classified

Posting Dates: May 17 – 21, 2021

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 – Student Specific – Route 71	6.58 hpd/180 Days (Plus 9 Paid Holidays)	Transportation
<i>This Monday – Friday position will work 6:45 – 10:00 am and 1:35 – 4:55 pm.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
OPA Salary Range: \$19.60 - \$23.13 per hour		

Job Purpose Statement/s: The job of "Paraeducator - 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 buses.

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 Ed Jobs NW at <https://edjobsnw.org>

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 111 Bethel St. NE, Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

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.