

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

**Classified application available @ www.orcutt-schools.net
Departments, Human Resources, Documents, Application for Employment,
Application for Employment - Classified**

January 30, 2023

- POSITION:** BUS ATTENDANT, Substitute(s)
Part time, times vary
Morning & afternoon hours
- SALARY:** \$17.44 per hour
- QUALIFICATIONS:** See job description
- LICENSES & CERTIFICATES:** First Aid and CPR Certification must be obtained
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Department) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- APPLICATION DEADLINE:** Open until filled
- INTERVIEW:** Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: BUS ATTENDANT

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, ride a school bus transporting students with special needs and maintain a calm and safe environment; respond to physical or emotional emergencies, monitor special safety equipment; assist students with boarding and exiting the bus.

REPRESENTATIVE DUTIES:

Ride a school bus transporting students with special needs and maintain a calm and safe environment; monitor students to prevent small instances from becoming big. **E**

Respond to physical or emotional emergencies; respond to physical or emotional emergencies; calm students who display tantrums, hitting, biting or who are unhappy or loud; soothe children experiencing seizures according to established procedures. **E**

Monitor special safety equipment; assure compliance with safety rules and regulations; check seat belts and seating arrangements. **E**

Assist students in boarding and leaving the bus; push or pull wheel chairs on and off the bus or operate a wheel chair lift and other specialized equipment in a vehicle designated to accommodate students with special needs. **E**

Monitor student behavior and maintain order on the bus; report behavior problems according to established procedures. **E**

Communicate with parents and appropriate personnel regarding bus schedules and student health and conduct. **E**

Provide first aid and assistance to students who become sick or have other health problems. **E**

Respond to emergencies and assist in evacuating the bus as needed. **E**

Walk students to classrooms as required. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Needs and problems of students with special needs
Operation of a wheel chair lift and lock downs
Basic First Aid and CPR procedures
Safety rules and regulations

ABILITY TO:

Assist students with special needs in boarding and leaving a school bus
Pull and push students in wheel chairs
Operate specialized equipment used on a school bus for students with special needs
Maintain discipline and monitor student behavior on the bus
Administer first aid to ill or injured
Understand and follow oral and written directions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above and experience working with children.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid certificate
Valid CRP certificate

WORKING CONDITIONS:

ENVIRONMENT:

School bus for students with special needs and outdoor environment
Subject to adverse weather conditions
Regular exposure to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a wheel chair lift and specialized equipment
Pushing and pulling students in wheel chairs
Lifting moderately heavy objects
Bending at the waist, kneeling or crouching to secure wheel chairs
Seeing to monitor students on bus
Walking students to classrooms
Carrying students and special equipment

HAZARDS:

Bus and auto exhaust and fumes
Transport oxygen tank
Potential contact with body secretions
Attending to students on moving school bus
Biting, slapping, scratching and pinching
Riding in a vehicle during adverse weather conditions