

## **ESY Aide/Bus Aide**

Posting Dates: April 24-30, 2025

Shift: Approximately 7:00 am -3:00 pm. Monday through Wednesday

Location: Preston High School

Employment Term: 3 days/week; Monday-Wednesday; July 7-30, 2025

Salary Range: Daily Rate of Pay

Funding: Special Education Funds

To assist the bus operator/teacher in meeting the intellectual, physical, and emotional needs of students.

The aide is directly accountable to the bus supervisor, classroom teacher and special ed director.

Qualifications:

- Must have attained a high school diploma or GED equivalent.
- Must pass the West Virginia required competency test.
- Show a sincere interest in working with children.
- Be able to communicate appropriately with adults and children.
- Be willing to participate in in-service.

Performance Standards/Indicators:

### 1. Work Habits

- Display a positive attitude;
- Follow state and county laws and school policies;
- Meet schedules;
- Maintain a clean, uncluttered work area;
- Manage stressful situations;
- Require minimum supervision;
- Be punctual;
- Be dependable;
- Accept suggestions and constructive criticism;
- Follow instructions.

### 2. Work Duties and Performance

- Reinforce safety concepts presented by bus driver/teacher;
- Assist bus operator in supervision of students;
- Operate equipment: bus lifts, harness hookups, wheel chairs, wheel chair tiedowns/securements;
- Complete required paperwork;

- Follow IEP's;
- Assist in housekeeping;
- Take care of physical needs of students, as directed;
- Assist bus operators and teachers in meeting special needs of students;
- May be required to complete autism training;
- May be required to complete specialized training;
- May be required to complete restraint training.

### 3. Professional Development

- Attend in-service and job related training programs;
- work toward skill improvement and efficiency.