

**EXPLORERS ACADEMY
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Bus Aide

WORKSITE: 615 North 19th Street
Billings, MT 59101

RATE: \$10.55 Per Hour, DOE

OPENING DATE: January 16, 2018

CLOSING DATE: Until filled

JOB DUTIES: Safely transport children to and from school

QUALIFICATIONS: Experience working with pre-school age children.

WORK SCHEDULE: Daytime Monday – Thursday

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume And Completed
Explorers Academy Application Form

**Dee Dee Kane`
Human Resource Director
Explorers Academy
615 North 19th Street
Billings, MT 59101**

Explorers Academy is an Equal Opportunity Employer

Position Description

Explorers Academy

Functional Title: Bus Aide
Supervisor: Director of Operations
Band: Band 3 Level 1
FLSA: Non-exempt
Position Status: 25-30 hour week/40-43 weeks

Position Summary

The Bus Aide assists with the transportation of children from home to school and back home. This position engages children in songs or activities to provide an educational environment while riding the bus. Aides may assist in the classroom with meals and/or at nap time as needed. Bus Aides may occasionally be required to work during times outside of their normal schedule for field trips, trainings, etc.

DUTIES AND RESPONSIBILITIES

- Safely help children on and off the bus and follow safety procedures at all times.
- Ensure a pleasant learning environment is maintained while children are on the bus.
- Ensure children are seated and restraints are properly secured at all times.
- Ensure agency child release procedures are followed.
- Keep inside of bus clean on a daily basis.
- Maintain friendly and open communication with parents and daycare providers.
- Participate in post trip inspections and report any repair needs to the Transportation Coordinator.
- Maintain accurate and timely transportation records as required.

Employees at some sites may be required to assist with meals. Shifts are assigned by the Transportation Manager as needed to meet the needs of the program. While helping classrooms at meal times, bus aides interact with children in a pleasant educational environment.

- Clean and sanitize classroom eating and serving tables according to established procedures.
- Retrieve carts from kitchen and set out dishes, utensils, and paper products.
- Deliver food from kitchen to classroom and assist children with dispensing food and following safe food handling guidelines.
- Clean up after meal according to established procedures.

ESSENTIAL SKILLS

- Must maintain self-control and manage situations with tact and professionalism.
- Must communicate clearly, both orally and in written format.

- Must be organized to ensure timely and accurate documentation of required records and reports.
- Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences. Must treat others with respect and consideration to foster a teamwork environment. Must support and advocate agency mission and philosophy. Engage parents and families and form mutually supportive relationships with them.

EDUCATION AND EXPERIENCE REQUIREMENTS:

High School diploma or GED. Experience working with pre-school age children beneficial. Familiarity with locations of streets in various sections of Billings preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit and must be able to step in and out of the bus without difficulty. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee supervises children indoors and outdoors, is exposed to changing weather conditions, travels by vehicle, and may work in varied residential environments. Noise level is usually moderate to loud.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.