

Riverside Local School District
Job Postings/Vacancies
2024 – 2025 School Year
(Due to Staff on Leave)

Date: January 7, 2025

Title: **Substitute Transportation Assistant**
Monday through Friday
Starting approximately February 17, 2025 – May 30, 2025

Riverside District, Bus #92 (AM & PM)
6:05 – 9:15 (AM) = 3.17 hours
1:50 – 4:55 (PM) = 3.08 hours
6.25 daily hours (AM & PM)

Responsibilities
and Skills
Required:

Please refer to attached Job Description.

Reports to: Director of Transportation

Terms of
Employment:

Substitute contract based on work days needed; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Substitute Transportation Assistant 16.26 per hour.

Limitations: As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mr. Kyle Andree (Kyle.Andree@riversideschools.net) and Mrs. Mallory Aliff at (Mallory.Aliff@riversideschools.net) by 4:00 p.m., January 13, 2025.

M. Aliff
1/7/2025
8:45 AM

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Position: **Transportation Assistant** – Preschool and Special Education Students

Responsible to: **Director of Transportation**

Job Goal: Responsible to assist with the safe and efficient transportation and care for the students assigned to their bus.

Qualifications:

1. High School diploma or equivalent.
2. 21 years old or older.
3. Physically capable of meeting the students' needs getting onto and off of the bus.
4. Strong moral character.
5. Pass a security check.
6. Communicate effectively and patiently with students and parents.

Performance Responsibilities:

1. Assist with the loading and unloading of bus riders, from classroom to doorstep if necessary.
2. Maintain control of children while they are on the bus.
3. Maintain scheduled routes and assist substitute drivers with pickup and drop off.
4. Jointly responsible for the safe condition and cleanliness of the bus.
5. Attend to the student's personal and equipment needs while they are on the bus.
6. Assist students who have bathroom or similar accidents using proper methods for clean up and disposal.
7. Work cooperatively with bus driver and substitutes.
8. Attend inservice and training as requested.
9. Maintain confidentiality of and for the students assigned to your care.
10. Promote positive public relations for the district through your attitude, appearance, actions, and conversations.
11. Assist on field trips when needed.
12. Assist with bus safety and fire drills.
13. Contact the supervisor in case of personal illness in a timely manner to allow for the securing of a substitute.
14. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.