

**BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT**  
*An Equal Opportunity Employer*  
**VACANCY NOTICE**

**1 Bus Aide - 4 hours per day\* - Monday through Friday – Academic Year**

\*subject to change)

**General Summary:** To assist in providing safe transportation of special needs students to and from designated locations.

**Qualification Requirements:**

1. High school diploma or general education degree (GED).
2. Secure PPI students in car seats.
3. Assist driver and students in operation of lifts for wheelchairs and assisting disabled students.
4. Supervises to maintain good student conduct on the bus.
5. Secures special equipment that may accompany the student.
6. Assists students loading and unloading being alert to any conditions in the loading and unloading area which present a danger to students.
7. Communicates in an appropriate fashion with students parents and employees.
8. Ability to develop effective working relationships with students, staff, and the school community.
9. Must be able to lift and assist students weighing 75 lbs. or more.
10. Ability to communicate clearly and concisely, both orally and in writing.
11. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Application Deadline:**

October 25, 2017

**Send Letter of Interest and Resume To:**

Director of Human Resources  
Bridgeport-Spaulling Community School District  
P.O. Box 657  
Bridgeport, MI 48722-0657

or johnsonr@bscs.k12.mi.us

**Non-Discrimination Policy**

*It is the policy of the Bridgeport-Spaulling Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries or allegations of discriminatory practices within the District should be directed to: Director of Human Resources, Bridgeport-Spaulling Community School District, 4691 Bearcat Blvd., - P.O. Box 657, Bridgeport, Michigan 48722-0657 Phone: 989-777-1770.*