

# ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue  
Ontonagon MI 49953  
PHONE (906) 813-0614 FAX (906) 813-0615  
*Lisa Johnson, Superintendent*

August 27, 2024

## NOTICE POSITION OPEN

### Bus Aide

The Ontonagon Area School District has an opening for a Bus Aide Position. The position will be approximately from 6:30am till 8:15 am and from 3:00pm till approximately 4:45 pm.

#### Qualifications

**Required:** Must be at least 18 years of age  
Knowledge and experience working with students

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**Desired:** Knowledge of behavior management strategies

**Duration:** Position will be 180 Day

**Pay Rate:** \$14.00/hr

**Reports to:** Principal/Superintendent

**Supervises:** None

**Position Purpose:** Working in collaboration with the bus driver to transport students to and from school safely.

#### Essential Functions and Dispositions:

1. Creates a favorable professional impact on students, parents, community, and other employees.
2. Maintains confidentiality in verbal, written, and electronic communication.
3. Refers confidential information to the appropriate person.
4. Follows safe practices and adheres to safety standards.
5. Strong ability to lead by communicating effectively and developing sustainable relationships/partnerships with others.

#### Essential Role & Responsibilities:

6. Assists the bus driver with following the student code of conduct for school bus safety.
7. Assists the bus driver and parents with loading/unloading the students at the bus stop.

8. Assists the bus driver and school personnel with loading/unloading the student on the school grounds.
9. Enforce safety rules and provide firm direction to the students.
10. Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator.
11. Attend assigned workshops and training programs. Maintains discipline on the bus in accordance with recommendations of the administration.
12. When transporting wheelchairs, work with the bus driver as a team to properly fasten all wheelchair hookups.
13. Position self on the bus in a location which allows observation and assistance to all students at all times

**Working Conditions:**

1. Work involves disruptions of daily schedule.
2. Work requires flexibility in adjusting to continuously changing situations.
3. Work entails a flexible daily schedule.
4. Work involves travel around the district on a school bus in all weather conditions.

**DEADLINE: UNTIL FILLED**

Send Letters of application, resume, and references to:

Lisa Johnson, Superintendent

701 Parker Ave.

Ontonagon, MI 49953

In compliance with Title IX of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953.