



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

BUS AIDE

Posting Period: August 3, 2022 – August 9, 2022

Interested applicants may apply: Teach in Alabama website -

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500

Deadline for accepting applications: August 9, 2022, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

QUALIFICATIONS

1. A high school diploma
2. Ability to physically lift and assist students on and off the bus.
3. Knowledge of bus safety for handicapped children.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Director of Operations

Job Goal: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

PERFORMANCE RESPONSIBILITIES

1. Rides the bus to individual student stops as necessary in the morning and again in the afternoon after each school day.
2. Assists students on and off the bus securing harness and/or seat belts when applicable.
3. Maintains a safe environment.
4. Supervises student activity and behavior.
5. Communicates with the bus driver and Transportation Department.

6. Lifts children when necessary and all other duties that are necessary on the bus to and from school.
 7. Performs assigned duties accurately, promptly, courteously, and efficiently.
 8. Accepts instructions and strives continuously to improve competencies needed to perform assigned duties.
 9. Attends meetings as may be required by the Director of Operations or other delegated persons
 10. Other duties as assigned by the Superintendent or his/her designee.
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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed.

SALARY SCHEDULE

Bus Aide	
Schedule J3	
9 Months - 182 Days	
Rank	0
Step	
0	11,669
1	11,727
2	11,786
3	11,845
4	11,904
5	11,963
6	12,023
7	12,083
8	12,144
9	12,205
10	12,266
11	12,327
12	12,389
13	12,450
14	12,513
15	12,575
16	12,638
17	12,701
18	12,765
19	12,829
20	12,893
21	12,957
22	13,022
23	13,087
24	13,153
25	13,218
26	13,284
27+	13,351