
EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**BUS ASSISTANT
TRANSPORTATION**

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED)
- Must be able to pass a pre-employment physical evaluation to include drug testing

MAJOR PERFORMANCE RESPONSIBILITIES:

- Follows all District and Department policies and procedures as set forth in the North East Independent School District (NEISD) Transportation Employee Handbook and related School Board Policies and reports to the appropriate supervisor all incidents or inappropriate stops on the route
- Operates all adaptive equipment associated with the assigned bus or student including, but not limited to wheelchair tie down items, car seats, safety vests and seat belts
- Adjusts schedule in a timely manner due to additions or deletions of each student
- Provides necessary assistance to students as they board and depart the bus
- Documents and reports all incidents, illnesses or injuries that occur during the bus ride to the driver and appropriate supervisor
- Documents and reports all unsafe student behavior on the appropriate form
- Performs additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

HOURLY: \$9.29-\$11.61 **PAY GRADE:** O1 **WORK DAYS:** 177

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

<p>This Position Remain Open Until Filled AN EQUAL OPPORTUNITY EMPLOYER</p>
