



## **WABASH CITY SCHOOLS Special Education Bus Aide**

The vision of Wabash City Schools is to build a legacy of opportunity for all. WCS accomplishes this vision by providing a relevant and rigorous education, founded upon relationships, to ensure each child is college and career ready for success in a global community.

**Category:** Classified Job Posting

**Employment Type:** Part Time

**Building:** Wabash

**Location:** Wabash, IN

**Reports to:**

1. Bus Driver
2. Transportation Director

**Job Requirements:**

- School Board Approval
- Criminal History Check

**Qualifications:**

- High School Diploma or equivalent
- Ability to work in a team environment
- Positive communication skills

**Evaluation:**

Bus Aides will be evaluated a minimum of once annually, by the Transportation Director. First year employees will be evaluated twice during the first year of employment.



**Description:**

The primary responsibility of the Bus Aide is to support the bus driver in safely transporting students to and from school.

**Job Expectations and Responsibilities:**

- Assist bus driver in safely transporting students.
- Help manage student behavior during transport.
- Uphold the strictest confidentiality of students, parents, and classrooms.
- Treat students with dignity and respect at all times.
- Participate in in-service training programs as assigned.
- Work constructively with school personnel.
- Demonstrate positive role modeling for students.
- Maintain the chain of command: if a problem is encountered requiring a resolution procedure, always go first to the bus driver. If it cannot be resolved, go to the Chief Operations Officer (COO).

Interested applicants should complete the support staff application (on Wabash City Schools website) and send to Wabash City Schools, PO Box 744, Wabash, IN 46992 or email to Kindi Kugler ([kuuglerk@apaches.k12.in.us](mailto:kuuglerk@apaches.k12.in.us)) or Melisa Callahan ([callahanm@apaches.k12.in.us](mailto:callahanm@apaches.k12.in.us)).