

**OLYMPIA SCHOOL DISTRICT NO. 111**  
**Job Category: Classified**  
**Posting Dates: February 01, 2021 – Open Until Filled**

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Substitute Paraeducator - Bus Monitor</b>	<b>Substitute/On-Call</b>	<b>Transportation</b>
<p><i>This position is a substitute/on-call position for various hours and routes in the Olympia School District Transportation Department. Successful applicants will be Right Response trained or are willing to be trained. Position is not eligible for benefits or union membership.</i></p> <p><i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i></p> <p>Salary: \$14.32 per hour</p>		

**Job Purpose Statement/s:** The job of "School Bus Monitor" is done for the purpose/s of assisting special education students while they are being transported to and from school; providing assistance with students' health care and/or behavioral needs and assisting with student loading and unloading from busses.

**Essential Job Functions:**

- **Assist** bus driver in maintaining order and minimizing disruptive activity on the school bus.
- **Assess** special education students for the purpose of providing health care and other special needs during transport, safe loading and unloading from busses including both emergency situations and normal transport.
- **Clean** assigned vehicles, both interior and exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle, to include but not limited to bodily fluids/blood borne pathogens.
- **Instruct** special education students for the purpose of enforcing rules and regulations and maintaining safety.
- **Prepare** documentation for the purpose of providing written support and/or conveying information.

**Other Job Functions:**

- **Assist** other personnel as may be required for the purpose of supporting them in completion of their work activities.

**Job Requirements- Qualifications:**

- **Experience Required:** Job related experience.

- **Skills, Knowledge and/or Abilities Required:**

*Skills* to operate standard office equipment, provide for special health care needs of students, and communicate effectively with students and caregivers.

*Knowledge* of vehicle operation and special health care requirements.

*Abilities* to sit for prolonged periods, understand and address students with special needs, understand and carry out oral and written instructions.

*Significant physical abilities include sitting for prolonged periods; reaching/handling; talking/hearing conversations; near/far visual acuity; moving quickly in response to situations of potential danger to students and/or staff; restraining students, when necessary, using district approved techniques; lifting up to 50 lbs.*

- **Education Required:** High school diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, Drug Testing Clearance, First Aid Certificate, Right Response Certification (or willingness to obtain and maintain).

**Application Procedure for out of district candidates:**

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St NE Olympia, WA 98506  
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

**Equal Employment Opportunity:**

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, [mhart@osd.wednet.edu](mailto:mhart@osd.wednet.edu); Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [klturcotte@osd.wednet.edu](mailto:klturcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.