



**Licking Valley Local School District
1379 Licking Valley Road NE
Newark, OH 43055**

Job Posting: 2024-2025 School Year
Position: Bus Aide – Daily Sub (approximately 6 hours per day)
Reports to: Transportation Supervisor
Primary Contact: Mickie Archer
Email: archerm@lickingvalley.k12.oh.us
Starting Date: As soon as filled
Application Deadline: March 10, 2025

General Description: The Bus Aide's major role is to assist the driver with students

- Demonstrates a sincere desire to aid all students
- Good health, moral character, attendance and work experience
- Physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. While performing the duties of this job, the employee is regularly required to sit, use hands to handle, kneel, crouch, or crawl; lift up to 50 lbs.
- Shall meet requirements for employment governed by federal and state laws i.e., BCII check & FBI check

Essential Functions:

- Assists in supervision of students getting off and on the bus; maintain student safety
- Maintains confidentiality of student, parent and/or staff information
- Clean, perform minor repair and disinfect equipment and supplies
- Responds to students in a kind, fair, and interested manner
- Shall perform such other duties as the governing board may assign/determine

The position is effective for the 2024-2025 school year. Interested candidates should e-mail a letter of interest to Mickie Archer at archerm@lickingvalley.k12.oh.us.