



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

Specific Information:

Posting Period: March 10, 2025 through March 16, 2025

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: March 16, 2025, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

Qualifications:

1. High school graduate or equivalent (GED) and academic competency in basic skills.
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.

Contract: 182 Days

FLSA: Non-Exempt

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.

Evaluation:

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.

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. The terms of employment shall be in accordance with the provisions of the **Hartselle City Board of Education Policy Manual**, the **Students First Act** and the **Hartselle City Board of Education Salary Schedule**.

Non-Discrimination Policy

It is the policy of the Hartselle City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age, or ethnic background.

SALARY SCHEDULE

BUS AIDE	
182 DAYS	
SCHEDULE J3	
RANK	0
STEP	
0	12,627
1	12,689
2	12,752
3	12,815
4	12,881
5	12,945
6	13,009
7	13,074
8	13,141
9	13,206
10	13,271
11	13,338
12	13,405
13	13,471
14	13,538
15	13,607
16	13,675
17	13,742
18	13,812
19	13,881
20	13,951
21	14,021
22	14,090
23	14,161
24	14,232
25	14,302
26	14,374
27+	14,446