

# JOB ANNOUNCEMENT BULLETIN



**NEIGHBORHOOD HOUSE ASSOCIATION**  
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

## **SCHOOL BUS ATTENDANT**

**SALARY:**                    **Range: 38.5            \$11.0953 – \$12.2471 Per Hour**

**FILING DEADLINE:**

**Applications are being accepted on a continuous basis until further notice.**  
Applications and job announcements may be obtained at the above address and 841 South 41<sup>st</sup> Street, San Diego, 92113, or you may refer to [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org).

**DUTIES:**

Assist and accompanies the bus driver to PICK-UP/DROP-OFF child passengers to and from their designated destinations; ensures that all child passengers are released only to authorized persons or individuals; escorts child passengers on and off the bus; ensures that passengers are away from the danger zones around the bus; assists driver to properly install appropriate child safety restraint seats; checks for defects, damages or for improper installation of the same; assists child passengers into and out of the bus seats, car seats or other child safety restraint systems; may be required to physically lift a child on or off the bus, or in to or out of a bus seat; secures the bus and notifies the transportation office by radio of any situation; maintaining control and custody of child passengers outside the bus; be sensitive to the needs of young children; fosters and encourages a safe, enjoyable, orderly environment among children on the bus; respects the confidentiality of children at all times; teaches children safety and respect for others whenever possible on the bus; enforces bus safety rules in a consistent manner; respects all safety problems, follows all relevant state school bus laws and regulations; assists driver in keeping inside of the bus clean and hygienic; works as a team with the bus driver, parents, school staff and other co-workers; may perform routine office duties, such as filing and answering telephones.

**MINIMUM QUALIFICATIONS:**

**Education, Experience and Training:** Graduation from high school or GED equivalent and three (3) years of continuous, progressive training and experience demonstrating the ability to perform the requirements of the job. Units or credits in child development studies and bilingual preferred.

**LICENSE REQUIRED:**

Certification in Pediatric First Aid and CPR must be met within 90 days of employment. Must meet and maintain State law and County licensing requirements regarding employment in a childcare center (Fingerprints, TB and Physical).

**PHYSICAL & MENTAL DEMANDS:**

Employee is frequently required to drive a vehicle, sit, stand and walk; bend, climb; reach with hands and arms; use hands to finger, handle, feel or operate standard office equipment. The employee is occasionally required to lift or move up to fifty pounds. This job includes close vision and the ability to adjust focus; required to use written and oral communication skills; observe; and interact with program management, staff, clients and others encountered in the course of work.

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

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The provisions of this job announcement do not constitute an express or implied contract.

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**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**PROBATIONARY PERIOD**

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

**CITIZENSHIP/IMMIGRATION STATUS**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.