

# OCONTO FALLS SCHOOL DISTRICT

## **Bus Aide** **Oconto Falls Elementary** *Posting*

### **I. Qualifications:**

- High school diploma (or equivalent)
- Comfortable working with students of varying grades (K-12)
- Able to make sound decisions that balance the need for consistency and accountability with flexibility in order to maintain a positive and safe environment
- Knowledge of developmental characteristics of children
- Certified in first aid and CPR or completion of training within 60 days of initial hire
- Excellent communication, problem solving, and teamwork skills
- Ability to adjust quickly to unique and changing circumstances
- Ability to maintain confidentiality in all matters concerning students, families, and staff is essential
- Must enjoy working with children

### **II. Terms of Employment:** (Monday through Friday during school year)

#### **Hours:**

- Approximately 2:45 - 4:45 p.m. (2 hours/day - specific start time TBD)
- Could possibly combine position with noon aide position

**Salary:** \$12.42 hire rate / \$13.78 post probationary

### **IV. Evaluation:**

1. Performance of this job will be evaluated annually by the building administration.

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### **V. HOW TO APPLY:**

Please apply in writing or via email with each of the following application materials:

- Cover letter
- Resume (including name and telephone number of work supervisors for last five years)
- Completed support staff application (if not currently employed with district) – applications available at any school office or from district website:

<https://ofpanthers.com/district-office/employment-opportunities/>

Apply to:

Daniel Moore, Principal  
Oconto Falls Elementary School  
415 Maria Volk Drive  
Oconto Falls, WI 54154  
[daniel.moore@of-ps.org](mailto:daniel.moore@of-ps.org)

Application deadline: **Friday, August 3, 2018 (or until filled)**

Position start date: **Monday, August 27, 2018**