

West Las Vegas Schools Employment Opportunity – In-house Notice

West Las Vegas Schools is currently accepting letters of interest for the following position:

- **Bus Aide (Valley Elementary/Middle School)**

Duties include but are not limited to:

- Rides the bus to individual student stops as necessary in the morning and again in the evening after each school day.
- Assists students on and off the bus, securing harness and/or seat belts.
- Maintains a safe environment.
- Supervises student activity and behavior.
- Communicates with teachers, principal, parents, bus driver, and Transportation Department.
- Lifts children when necessary and all other duties that are necessary on the bus to and from school.
- Maintains a daily log of significant events that happen during the transportation of students.
- Attends training in-service as directed.
- Other duties as assigned.

Essential Requirements include but are not limited to:

- H.S. Diploma or G.E.D.
- Ability to physically lift and assist students on and off the bus.
- Knowledge of bus safety for handicapped children.

Deadline: Friday, January 12, 2018

Salary: According to salary schedule, based on experience and education

Please submit the following to the district's Personnel Office (c/o Ms. Sonia Castillo; in person or electronically: sonia_castillo@wlvs.k12.nm.us):

1. Letter of Interest (addressed to Mr. Christopher Gutierrez, Superintendent)