



Job Title: Paraprofessional Bus Attendant
Date Posted: March 18, 2025
Contact Person: Matt Puett, Director of Transportation
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Job Summary

Monday through Friday 5:55 AM- 8:45 AM and 2:00 PM - 4:23 PM

The employee must be flexible and strong enough to occasionally lift and/or move up to 50 pounds.

Essential Duties and Responsibilities

The Bus Attendant/Para-Pro is responsible for assisting the bus driver with the safe transportation of general and/or special education students who need health or behavioral assistance.

1. Assist with loading and unloading children.
2. Assist the driver in maintaining a safe environment on the bus.
3. Make sure that any special needs are met which is a part of the transportation service.
4. Maintain a positive communication system with the driver and transportation administration.
5. Will utilize protective equipment provided for them and treat all situations with Universal Precautions.
6. Maintain strict confidentiality.
7. Will notify transportation director well in advance if not able to work.
8. Attend all trainings necessary.
9. Other duties as assigned.

Education and Experience

Per No Child Left Behind legislation, must have: (1) Associates Degree; (2) 60 college credits; or (3) evidence of passing the ETS Para test.

Interested and qualified candidates are to apply online. Please click on the employment link at www.rockfordschools.org to complete an online application.

Deadline for applications: Until filled