

# West Las Vegas Schools Employment Opportunity – In-house Notice

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

- **Bus Aide**

**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.

**Schedule**

- 5:00 a.m. – 8:00 a.m. and 3:00 p.m. – 6:00 p.m., each school day

**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:** Until Filled

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

**Questions?**

Contact Mr. Eddie King, Special Education Services Director (505-426-2327 or [eddie\\_king@wlvs.org](mailto:eddie_king@wlvs.org))

Please submit the following to the district's Personnel Office (c/o Ms. Melanie Montoya; in person if available (505-426-2315) or electronically: [melanie\\_montoya@wlvs.org](mailto:melanie_montoya@wlvs.org)):

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