

West Las Vegas Schools

Employment Opportunity – Public Notice

West Las Vegas Schools is currently accepting applications 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)

Applicants must submit the following to the district's Personnel Office, located at 179 Bridge Street, Las Vegas, NM (c/o Ms. Melanie Montoya; in person (505-426-2315) or electronically:

melanie_montoya@wlvs.org):

1. Noncertified Application Form (available at "Links" section of homepage) or at the district's Administration Office)
2. Letter of Interest (addressed to Superintendent Christopher Gutierrez)
3. Current Résumé, with complete contact information for three references

All short-listed applicants will be scheduled for an interview. If offered a position, potential employees will need to undergo a fingerprint background check. West Las Vegas Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital/family status, or disability.