

# PLEASE POST

## RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

**Position:** **Special Needs Van Aide**  
Approximately 5 ½ Hours Per Day – *while school is in session*

**Reports to:** Transportation Supervisor

Assists in ensuring safe transportation of Special Needs students to and from specialized programs. Helps students who need assistance secure seat belts or car seats. Manages students, pointing out appropriate/non-appropriate behaviors. Maintains a safe and orderly environment on vehicle at all times.

### **Qualifications**

#### **Required**

- ✓ High School Diploma or equivalent
- ✓ Has a “service-oriented” philosophy and has the ability to work independently or as a team
- ✓ Professional, exercises tact and responds under pressure
- ✓ Communicates effectively with parents, students and staff
- ✓ Can maintain simple records and files
- ✓ Has experience working with school age children
- ✓ Knowledge of and following district policies at all times
- ✓ Participates in meetings and training as required
- ✓ Reports any incidents immediately to the supervisor

#### **Preferred**

- ✓ Has knowledge of child development and can develop an age appropriate behavior plan
- ✓ Has updated CPR and First Aid Certification

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**ALL INTERESTED APPLICANTS** must apply through the Hire Enterprise Online Application System:  
[https://ats4.searchsoft.net/ats/app\\_login?COMPANY\\_ID=JA000561](https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000561)

Please upload your letter of interest, resume, reference letters, transcripts, and other pertinent information directly to your application.

Questions may be directed to Angela Portt, Transportation Supervisor at (269) 756-7899 or email her at [aportt@rivervalleyschools.org](mailto:aportt@rivervalleyschools.org)

**Date of Posting:** October 4, 2021

**Deadline Date:** Until filled

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Internal, RVEA, Web, Hire Enterprise, Newspapers