Kalkaska Public Schools

Posting / Employment Opportunity

November 16, 2026

Transportation Bus Aide Substitute

2026-2027 SY

Qualification Requirements

- Minimum of a high school diploma or equivalent; some college level preparation preferred.
- CPR certification – adult, infant and child and First Aid certification (will train).
- Pass background check

Duties and Responsibilities

- Supervise safe seating of students with seat belts.
- Loading and unloading student with wheelchairs, walkers, crutches and canes.
- Insure impaired students do no physical harm to themselves or others.
- Disinfecting and cleaning seats and floor after such events.
- Keep record of students riding to and from school.
- Keep record of problems arising on the bus, bus sheets, and bus referrals for discipline.
- Knowledge of bus route and times to all Kalkaska schools to insure timely drop off and pick up routes in case of sub driver.
- Knowledge of students' teachers to insure proper communication for and/or about students.
- Knowledge of proper discipline procedures for uncooperative and hard to manage students.
- Knowledge of parents or caregivers names and phone numbers in case of emergency.
- Knowledge of student's impairment or handicap (seizures and medications).
- Learn minimum of sign language to help with deaf, if required for individual student.
- Listen to students' conversations to help avoid conflicts that may arise and pass important information to teachers (bad night at home may affect behavior)
- Any other duties deemed necessary by supervisor.
- Regular and reliable attendance.
- The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Per the KASE master agreement.

Deadline

3 p.m. on November 20, 2026 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in ONE PDF document to: jobs@kpschools.com.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109