



“Committed to Quality Education”

St. Maries Joint School District No. 41
240 S. 11th Street
P. O. Box 384
St. Maries, ID 83861
(208) 245-2579
www.sd41.org

CURRENT VACANCY ANNOUNCEMENT
August 11, 2016

St. Maries Joint School District No. 41 announces that it is accepting applications for the following classified positions:

- ✓ **One (1) One-on-One Transportation Department Bus Assistant – Approximately 4 to 6 Hours Per Day**
- ✓ **Substitute Bus Drivers and Substitute Bus Assistants**

Positions are open until filled.

QUALIFICATIONS:

1. GED, High School Diploma, or higher
2. CDL Driver’s License, including endorsements of Air, School Bus, and Passenger (District will train to obtain)
3. Drug Free (must pass Department of Transportation Drug Testing Program)
4. Positive communication skills and ability to effectively work with staff, students, and families
5. Demonstrate aptitude for the work to be performed
6. Ability to work both independently and manage multiple tasks with groups of students
7. Ability to maintain confidentiality of students, staff, and records and any interactions thereto
8. Basic computer skills
9. Related experience desired
10. Excellent time management/organizational skills

TO APPLY, SEND ALL OF THE FOLLOWING DOCUMENTS TO ST. MARIES JOINT SCHOOL DISTRICT NO. 41; 240 S. 11th Street, P.O. Box 384; St. Maries, ID 83861:

1. **Letter of Application/Interest**
2. **Completed Classified Application (available at: <http://www.sd41.org>)**
3. **Resume’, including related education, training, and work experience**
4. **Consent for Pre-Employment Drug Testing (available at: <http://www.sd41.org>)**
5. **Authorization for Release of Information on Past Employment with School Employers Idaho Code 33-1210 (attached to Application)**

ST. MARIES JOINT SCHOOL DISTRICT NO. 41 IS AN EQUAL OPPORTUNITY EMPLOYER:

St. Maries Joint School District No. 41 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

Preference given to eligible veterans – Idaho Code §65-503A,

Classified personnel are those non-certified employees who are employed by the School District in “AT WILL” positions which do not require certification. All classified personnel shall be regarded as “AT WILL” employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate any other provision of law.) An employment period, as well as other terms and conditions of employment set forth in a job description shall not create a property right as such and are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.