



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2526-06

**NOTICE OF
INTERNAL
VACANCY**

Title: Special Education Bus Aide

Start date: 8/18/25

Classification/FLSA: Non-Exempt/Hourly

Duration: Part-time school year position

Daily AM and PM bus routes, approximately 2 hours per route

Reports to: MOISD Special Education Supervisor/Principal

Location: Mecosta-Osceola Education Center

Position Summary: The Special Education Bus Aide assists with providing a safe transportation environment to and from home/school to meet the individual needs of students with disabilities as identified through the Individualized Education Program (IEP) process.

Professional Requirements / Education and Experience

- Minimum of high school diploma.
- Preference is given to candidate with experience/training with special needs children; ASD preferred.
- Demonstrated aptitude for work to be performed, such as, but not limited to: positive work ethic, well organized, strong communication skills, basic technology skills, and flexibility to work effectively with diverse students and staff.
- Ability to complete any necessary on-site training and comply with bus plan as instructed by bus driver.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Follow instructions relative to individual behavior plans. Abide by all district policies and procedures and demonstrate competencies specified in the Michigan Special Education Rules and Regulations.
- Consult with bus driver as necessary to ensure compliance with bus plan.
- Maintain direct awareness, free from non-work-related distraction, at all times during student transport.
- Be a good speech model and demonstrate correct grammar - both written and spoken.
- Work effectively with students in developmental, cognitive, social/emotional, and physical motor activities.
- Display patience when engaging with students whose behavior and skills are delayed.
- Have the physical strength and health to perform required lifting, positioning, and securing of students (up to 60 lbs.). May include use of safety vests and other equipment.
- Accurately distribute student medication and perform critical care skills (e.g., tube feeding, suctioning, blood sugar testing, insulin shots, etc.)
- Assist with the loading and unloading of students from school buses and vehicles, lifting and movement of students during transport.
- Operate effectively and professionally as part of a team with the teacher, bus driver, and all staff.
- Exercise appropriate behavior management strategies and maintain control of students assigned to his/her care.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Assume responsibility to transport self to assigned worksite(s), and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by Assistant Superintendent of Special Education Services or designee.

Compensation: \$24.00 hourly

Posting date: 07/24/2025

Application deadline: 7/29/25

Please submit cover letter, resumé and references, and applicable transcripts to:

Dana Boglarsky, Human Resources Specialist

Email: jobs@moisd.org

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