

**Please post in all Chenango Valley Central School District Buildings.**

Chenango Valley Central School District

May 18, 2022

**Non-Instructional Vacancies for 2022-23**

**Openings:**

- 1. Teacher Aides (Part-time, 10 month)**
- 2. Bus Drivers (Part-time, 10 month)**
- 3. Bus Attendants (Part-time, 10 month)**
- 4. Cleaners (Full-time, 12 month)**
- 5. Food Service Helpers (Part-time, 10 month)**
- 6. Bus Driver-Mechanic (Full-time, 12 month)**

**Qualifications:** Job descriptions and qualifications are attached.

**Application Requirements:**

1. Complete the Support Staff Application that is on the CV website.  
[https://www.cvcasd.stier.org/Downloads/Support%20Staff%20Application%202019\\_.pdf](https://www.cvcasd.stier.org/Downloads/Support%20Staff%20Application%202019_.pdf)
2. Submit the completed application to the District Office located at 221 Chenango Bridge Rd. Binghamton to the attention of Beth Ehrensbeck by June 6, 2022

**Salary:** Per Chenango Valley Support Staff Association Contract

**Effective Date:** July or September, 2022 (depending on position)

**EOE**

## TEACHER AIDE

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**Department:** School building specific

**Reports:** Teacher and/or Administrator

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### **GENERAL RESPONSIBILITIES:**

Assist in the supervision and instruction of students. Perform classroom clerical tasks related to instruction. Assist students that are assigned to them by: helping individual student(s) with classwork, meeting their special health care needs (if applicable), and developing their daily living and behavioral skills. Assist other (non-assigned) students as appropriate. Perform other related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Work with students, either in group settings or individually, for the purpose of assisting with behavioral/management needs, physical care and health-related activities, and/or certain instructional tasks (i.e. scribing, use of instructional resources, etc.) under the direction of a teacher or administrator.
- Assist teachers in handling confidential student information such as IEPs.
- Assist teacher with various classroom activities
- Assist with supervision of students outside the classroom (i.e. cafeteria, playground, hallways, bathrooms, bus duty, special areas, alternative intervention settings, etc.)
- Proctor/assist with conducting examinations
- Perform some clerical duties relating to the classroom or the students
- Take notes in classes for classified students as indicated in their IEPs
- Read/administer tests to classified students as indicated in their IEPs
- Follow the test modifications/accommodations/goals as written on students' IEP's or 504 plans
- Adapts classroom work and/or tests under the direction of the teacher
- Operate standard school equipment such as copier, laminator, audiovisual, etc.
- Other related work as required

### **QUALIFICATIONS:**

- Must possess a high school diploma or GED and be able to read and comprehend simple instructions, perform basic mathematical functions, and apply common sense understanding to carry out written or oral instructions.
- Experience working with children (especially children with disabilities) is preferred
- Must be able to effectively present information in one-on-one and small group situations with tact, discretion, and courtesy

Must be able to stand and walk for long periods of time both indoors and outdoors in inclement weather (playground and bus duty). There is a significant amount of moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling involved. Must be able to lift 60 lbs. Must be able to tolerate a relatively loud work environment.

## BUS DRIVER

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**Department:** Transportation

**Reports:** Supervisor of Transportation

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### **GENERAL RESPONSIBILITIES:**

This is manual work requiring skill in the operation of a large motor vehicle and may require the performance of minor maintenance tasks in connection with such operation. The incumbent drives a school bus on an assigned route and is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Operates a school bus on a regular schedule and/or on special occasions
- Checks the operating condition of the bus before starting and at the end of each trip/run
- Checks vehicles for students, student belongings and vehicle damage after every trip/run
- Provides a written report of any operational defects to mechanic for repair
- Informs children about safety practices
- Maintains orderly conduct of children on bus
- Keeps interior and exterior of vehicle clean and neat
- Maintains records of mileage, routes, time and incidents
- Prepares and maintains maps of routes and pick-up points
- May be required to operate a station wagon or other similar vehicle
- May be required to perform minor maintenance tasks on the vehicle
- Other related work as required

### **QUALIFICATIONS:**

- Thorough knowledge of NYS Motor Vehicle and Traffic Law, rules and regulations governing the operation of a school bus
- Thorough knowledge of safety procedures and techniques necessary for the safe operation of a school bus
- Ability to operate a bus under difficult driving and road conditions
- Must be able to read and comprehend simple instructions, and apply common sense understanding to carry out written or oral instructions.
- Must enjoy working with children of all ages
- Must have a clean class B driver's license with passenger endorsements or must attain it within 3 months of hire.
- Physical condition commensurate with the demands of the position and must be able to pass a physical performance test and annual DOT physical

## BUS ATTENDANT

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**Department:** Transportation

**Reports:** Supervisor of Transportation

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### **GENERAL RESPONSIBILITIES:**

This is routine work which includes responsibility for the safety of school children on regularly scheduled bus trips to and from school. The incumbent rides on a school bus for the purpose of maintaining order as well as for supervising the loading and unloading of the buses at the various stopping points. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Accompanies a school bus for the purpose of assisting pupils to climb aboard and alight from bus
- Helps young pupils to cross streets safely
- Maintains order on bus and makes certain that passengers are seated while bus is in motion
- Assists pupils and driver as needed
- May keep track of Medicaid attendance if appropriate
- Checks vehicle for children and their belongings after every trip/run
- Other related work as required

### **QUALIFICATIONS:**

- Must be able to read and comprehend simple instructions, and apply common sense understanding to carry out written or oral instructions.
- Must enjoy working with children of all ages and personalities and maintain discipline
- Dependable
- Physical condition commensurate with the demands of the position and must pass an annual physical performance test by dragging 125 lbs the length of the bus

## CLEANER

**Department:** Building specific  
**Reports:** Custodian

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### **GENERAL RESPONSIBILITIES:**

Routine cleaning work as assigned. Performs work under direct supervision.

### **TYPICAL WORK ACTIVITIES:**

- Performs routine cleaning of instructional areas, office areas, health offices, etc.
- Sweeps and mops floors
- Vacuums rugs
- Cleans windows, walls, woodwork, tables, furniture, water closets, showers, sinks, & urinals
- Replenishes soap, paper towels, and other supplies as necessary
- Empties waste baskets and disposes of trash
- Moves tables and chairs to accommodate activities
- Strips & finishes various floor surfaces
- Removes snow & ice from sidewalks and entryways
- Mows grass and maintains grounds adjacent to school building
- Performs building check (security)
- Other related work as required

### **QUALIFICATIONS:**

- Must be able to read and comprehend simple instructions, perform basic mathematical functions, and apply common sense understanding to carry out written or oral instructions.
- Must be able to use a power mower, leaf blower, string trimmer, and snow blower
- Must be proficient with the use of daily cleaning products
- Experience using autoscrubbers, swing machines, burnishers, grout scrubbers, carpet extractors, and back pack vacuums is preferred. If not experienced, must be willing and able to learn
- Must be able to bend, kneel, climb, carry, crawl, reach, push, and pull.
- Must be able to lift up to 50 lbs.

## FOOD SERVICE HELPER

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**Department:** Building specific  
**Reports:** Food Services Manager

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### **GENERAL RESPONSIBILITIES:**

This is routine work involving the preparation and service of food and the cleaning of kitchen equipment. Direct supervision is received from higher level kitchen personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists in or prepares simple foods such as desserts and salads as directed by higher level staff
- Assembles and breaks down hot and cold food packing lines
- May assist in portioning and packing prepared food as scheduled
- Clears and cleans tables and work areas after meals
- Cleans refrigerators, coolers, dishwashers and other kitchen equipment
- Cleans work area; Washes dishes, pots and pans by hand or uses the dishwasher
- May receive stock items and put them in proper place when necessary
- Serves customers hot and cold foods
- Operates cash registers
- Documents food and cooler temperatures
- Stocks lines and service areas as needed between lunch blocks
- Washes aprons/rags as needed
- Attends required meetings and trainings
- Assists as needed to ensure customer satisfaction is maintained

### **QUALIFICATIONS:**

- Must be able to read and comprehend simple instructions, perform basic mathematical functions, and apply common sense understanding to carry out written or oral instructions.
- Must enjoy working with children of all ages
- Must be able to tolerate a busy and sometimes loud work environment

## BUS DRIVER – MECHANIC

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**Department:** Transportation

**Reports:** Head Automotive Mechanic and Supervisor of Transportation

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### **GENERAL RESPONSIBILITIES:**

This is manual work requiring skill in the operation of a large motor vehicle as well as involving responsibility for the safety and conduct of children who are passengers. The work also requires the efficient performance of a variety of automotive repair and machinist tasks. The work is performed under general supervision with leeway allowed for planning the details of each assignment. May, on occasion, direct the work of others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Inspects each bus thoroughly, according to Public Service Commission Regulations
- Operates a school bus on regular scheduled routes and/or on special occasions
- Checks the operating condition of the bus before starting on a trip and reports any mechanical defects
- May inform children about bus safety practices and maintains orderly conduct on bus
- Services all equipment including lubrication, oil changes, filter changes and other items as needed
- Repairs, replaces, and adjusts parts as required according to reports of drivers or findings during inspections
- Changes tires, overhauls engines, transmissions and other component parts
- Uses computer diagnostic and record keeping programs
- Other related work as required

### **QUALIFICATIONS:**

- Thorough knowledge of NYS Motor Vehicle and Traffic Law, rules and regulations governing the operation of a school bus
- Thorough knowledge of safety procedures and techniques necessary for the safe operation of a school bus
- Ability to operate a bus under difficult driving and road conditions
- Must be able to read and comprehend simple instructions, and apply common sense understanding to carry out written or oral instructions.
- Ability to get along well with others, including children of all ages
- Ability to make difficult repairs to automotive and other mechanical equipment
- Must have a clean class B driver's license with passenger endorsements or must attain it within 3 months of hire.
- Physical condition commensurate with the demands of the position and must be able to pass a physical performance test and annual DOT physical

Associates degree in Automotive Technology or certificate in diesel motor equipment repair or 2 years experience in diesel motor repair under the supervision or direction of a skilled motor equipment mechanic or any equivalent combination of training and experience