



Morley Stanwood Community Schools

4700 Northland Drive
Morley MI 49336
(231) 856-4392

JOB POSTING

External

Special Needs Driver Assistant

Classification: Hourly
Duration: To begin 2025-2026 School Year
Reports to: Transportation Director
Posting Date: 8/22/2025

Position Summary:

The Special Needs Bus Aide will assist with providing a safe transportation environment to and from home/school to meet the individual needs of the students with disabilities as identified through the Individual Education Program (IEP) process.

Professional Qualifications

- Minimum of high school diploma.
- Preference is given to candidate with experience/training with special needs children.
- 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).

Professional Responsibilities:

- Follow instructions relative to individual 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.
- Assist with the loading and unloading of students from school buses and vehicles.
- 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.
- Additional duties as assigned.

Internal/External; Deadline: August 29,2025

Please submit letter of application, resume and list of references to:

HR@morleystanwood.org or
Human Resources
Morley Stanwood Community Schools
4700 Northland Drive
Morley, MI 49336

The Board of Education may find appropriate and acceptable alternatives to the above qualifications, experiences and attributes.

NOTICE OF NONDISCRIMINATION 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 Morley Stanwood Community 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, Morley Stanwood Community Schools, 4700 Northland Drive, Morley, MI 49336, Telephone (231)856-4392.