

**Notice of Open Position
Diocese of Palm Beach**

Location: John Carroll High School

Title: Part-Time Bus Aide

John Carroll High School is seeking to hire a bus aide. Applicants must hold a High School diploma or equivalency, vocational training or any combination of education and experience.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese of Palm Beach offers a competitive benefits package to employees working 30 or more hours per work week consisting of comprehensive medical, vision, dental, LTD, group life insurance, optional life insurance. The diocese also provides a 403(b)-retirement plan to all employees. Information on our benefits and retirement programs can be found [here](#).

Essential Duties and Responsibilities:

- Provide constant supervision of students while they are assigned to your care on the school bus, ensuring a safe and orderly environment during loading, transportation, and unloading.
- Maintain student behavior in accordance with John Carroll High School policies and procedures, using appropriate behavior management techniques and promptly addressing misconduct.
- Monitor student seating assignments and ensure students remain seated and follow all bus safety expectations throughout the route.
- Work collaboratively with the bus driver to maintain a safe transportation environment by minimizing distractions and communicating concerns promptly.
- Build positive, respectful relationships with students while modeling professionalism, courtesy, and Christian values.
- Communicate student behavior or safety concerns to the Transportation Coordinator and/or administration in a timely manner and document incidents as required.
- Maintain open, professional communication with school administrators, transportation staff, and parents as directed regarding student transportation matters.
- Assist with emergency evacuations and be familiar with all emergency procedures, safety equipment, and school transportation protocols.
- Help ensure students' personal belongings are safely managed and that the bus remains clean and free of unnecessary hazards during routes.
- Attend required training sessions, in-service meetings, and safety workshops to remain current on transportation procedures and student supervision practices.
- Maintain confidentiality regarding student information in accordance with school policy and applicable laws.
- Report any concerns regarding student welfare, safety, medical needs, or transportation issues immediately to the appropriate school personnel.
- Demonstrate punctuality and dependability by arriving on time and being prepared for all assigned routes and activities.

- Maintain positive and productive working relationships with the bus driver, transportation staff, school administrators, faculty, parents, and students through respectful, proactive communication.
- Uphold the mission, philosophy, and values of John Carroll High School by providing a safe, welcoming, and supportive environment for all students during transportation.
- Perform other duties as assigned by the Principal or Transportation Coordinator.

Employee Specific Dispositions:

- Will intentionally calibrate decisions and actions with the beliefs and values of the school
- Will maintain a positive outlook each day and use uplifting language, demonstrating Christ-like warmth and joy, always advocating for the betterment of students
- Will maintain a growth mindset and be open to change, growth, and continuous improvement; will accept constructive criticism and suggestions
- Will refrain from gossip or other negative talk amongst colleagues, always maintaining the confidentiality of others
- Will positively collaborate with colleagues and make every effort to build up colleagues, students, and the larger JCHS community
- Will exercise good judgment in relationships with students, in all conversation, and in social media usage, anchored in the Church's social teaching
- Will demonstrate cultural respect and understanding of all students

Additional Job-Related Expectations and Duties:

- Follow all policies and procedures written in the Faculty Handbook
- Provide written advance notification and keep Principal apprised of off-campus appointments, always updating the school's log book accordingly
- Other school-related responsibilities as determined by the Principal

Qualifications

- High School Diploma or Equivalency, vocational training or any combination of education and experience
- Must possess necessary mechanical skills
- Must possess good interpersonal/communication skills; Ability to plan, organize, and execute an efficient plan; Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
- Must possess ability to supervise others
- Must maintain confidentiality
- Must possess a valid Florida Drivers License

Physical Requirements

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use of both hands and fingers
- Frequent extended periods of sitting or standing
- Occasional periods of kneeling and climbing
- Occasional ability of minimal hearing (i.e. loud noises, sirens) and routine hearing (i.e. listening to others in conversation)
- Frequent time spent working closely with others

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Please see the link to the new Care Provider Background Screening Clearinghouse Education and Awareness website.

<https://info.flclearinghouse.com>

To apply, download and complete the [Employment Application](#) and submit along with the following:

- o Resume that includes personal email and cell phone number
- o Salary requirements
- o List of references

To the attention of Mrs. Kirsten James, Assistant Principal via Email:

Kjames@johncarrollhigh.com

Visit johncarrollhigh.com or call 772-464-5200 for more information about John Carroll High School.