

# Granville Central School District

58 Quaker Street, Granville, NY 12832 (518) 642-1051

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## VACANCY NOTICE # 23-019

April 21, 2023

**POSITION:** Substitute Bus Attendants

**SALARY:** \$14.68/ hour

**CONTACT:** Diane Graney  
Director of Human Resources  
58 Quaker Street  
Granville, NY 12832  
(518) 642-1051 ext. 1316

**GENERAL STATEMENT OF DUTIES**(Illustrative Only):

Oversees and supervises students on bus run, cafeteria and school grounds, assist teachers when necessary and performs miscellaneous duties as assigned. Some of the duties might include: Oversees students in study halls, restrooms, corridors, lunchrooms, ISS, school bus, recess and classrooms. Supervises students passing corridors and does related work as required.

**DISTINGUISHING FEATURES OF THE POSITION:**

This is responsible work calling for the exercise of good judgment and special ability to get along well with students. A school monitor must be firm, yet courteous and congenial, in the exercising of influence over students. Work is performed under the supervision of the Principal, his/her designee, Transportation Supervisor and/or the school bus driver.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good general intelligence; ability to get along well with children and command their respect; clerical aptitude; neat personal appearance; familiarity with classroom routine; good powers of observation; tact; courtesy; good judgment; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

None required, but completion of High School and experience supervising large groups is desirable.

**TO APPLY:** If you are not currently an employee of the Granville Central School District, please complete a Support Staff application which can be found on the website at [www.granvillecsd.org](http://www.granvillecsd.org). Current employees should send a letter of interest to Diane Graney.

The Granville Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap. Present staff members who are interested in applying for the above positions should submit a written statement indicating the position they are applying for, outlining past experience in a similar position and summarizing qualifications for the position. If additional records or other materials are needed, these will be requested after receipt of the initial written submission.

cc: Staff, Administrators, Posting Book, Business Office, Administrators