

Seneca County Board of Developmental Disabilities
780 E CR 20 * Tiffin, OH 44883 * 419-447-7521 * F: 419-448-5294

OPEN POSITION POSTING

September 30, 2026

Bus Aide

Hourly/Full-Time/Non-Exempt/Classified (4 hour day, typically 2 hour shifts, M-F, school year)

Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Move, secure, and supervise individuals to improve their comfort, development, habilitation, and safety. Assist in tending to the personal needs of individuals during transportation. Utilize appropriate behavior management practices. Assist staff, parents and individuals in the loading and unloading of the bus. Participate in all required training programs/ exercises required by the state and the board. Complete forms including UIR, time sheets, and other reports as directed and in a timely manner. Advise transportation coordinator of all problems with individuals' behavior. Perform other duties as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or equivalent.
- Experience or training on how to safely move or secure individuals or objects on transportation vehicles.
- Successful completion of a physical ability test, drug screening and background check.

COMPENSATION & BENEFITS:

- Starting hourly wage is \$16.00 or higher based on experience.
- Comprehensive benefit package includes medical, dental, vision and life insurance.
- Participation in Ohio Public Employees Retirement System (OPERS).
- Tuition reimbursement for continuing education.
- Sick leave, personal leave, paid holidays.
- Health Savings Account and voluntary wellness program.

INTERESTED APPLICANTS MAY APPLY BY APPLICATION TO:

SENECA COUNTY OPPORTUNITY CENTER

ATTENTION: TAWNY LEJEUNE

780 E. CR 20

TIFFIN, OHIO 44883

Or by email to

tjeune@senecadd.org

Applications accepted until position is filled.

*A complete job description is available upon request.