

Dearborn Public Schools Job Qualifications

POSITION NAME	QUALIFICATIONS
Paraprofessional/Instructional	High School Diploma and 60 credit hours or Work Keys Test Ability to lift or physically assist students (May include toileting) (May include swimming)
Bus Driver	High School Diploma or equivalent Must have CDL license. Ability to pass a satisfactory physical exam. Will be required to pass skills test, road test, and beginning bus driver class.
Bus Attendant	High School Diploma or equivalent Ability to establish and maintain effective working relationship with bus driver Experiences with physically and mentally challenged persons. Ability to document safety issues and incidents.
Food Service Assistant	High School Diploma or equivalent Ability to be trained to operate equipment used in school lunchroom. Ability to learn the techniques and methods of food preparation Ability to obtain a food handler's card as issued by the City of Dearborn
Noon Hour Supervisor	Completion of the eighth grade in school or better. Good judgment, dependability, honesty, loyalty and calm attitude Experience with working in a team situation. Physically fit and energetic. Good voice quality. Ability to follow verbal or written instructions from appropriate supervisor.
Custodians	High School Diploma or equivalent Ability to follow verbal and written instructions. Ability to read chemical bottles. Positive attitude toward school staff members, students and public who use the facilities.
Secretarial	High School Diploma or equivalent Ability to pass standardized clerical tests. Knowledge of electronic communication. Must have good judgement and work as a team player. Must be able to maintain confidentiality. May need bookkeeping qualifications. Must be able to work independently to get tasks completed in a timely manner.