

SPECIAL EDUCATION BUS AIDE

CL:8

DEFINITION

Under the general supervision of the Transportation Supervisor, and the leadership of the assigned bus driver, provides care and supervision of special education students aboard a school bus while they are transported to or from school or school-sponsored activities. This position also assists bus drivers in the loading and unloading and securing of students in district vehicles.

DUTIES

Assists special education students for the purpose of providing health care and other special needs during transportation, safe ingress and egress from buses including both emergency situations and normal transportation to and from schools, field trips, etc.; Assesses safety of student equipment (e.g., wheelchair, walker, crutches, etc.) for the purpose of ensuring that appropriate safety conditions exist for students and staff; Cleans assigned vehicles, both interior and exterior, for the purpose of maintaining appearance, sanitation, and safety of vehicle; Instructs special education students for the purpose of enforcing rules and regulations and maintaining safety; Monitors medical condition (e.g., seizures, emergencies, etc.) of students with disabilities for the purpose of maintaining their safety; Prepares documentation (e.g., bus routes, transportation counts, documents, absentees, etc.) for the purpose of providing written support and/or conveying information; Assists in providing first aid for students in emergencies; Uses and assists in using a variety of emergency and safety equipment, such as fire extinguishers, first aide kit, reflectors, strap cutters, two-way radio, parking brake, manual/automatic wheel chair lift, harness/restraints, d-ring belts, car seats, and other adaptive equipment as necessary; Communicates with hard of hearing students using sign language; Maintains order among students on the bus at all times; Communicates with students, instructional aides, teachers, and parents regarding special needs for students, bus schedules, and other related concerns and questions; May be directed to transport students in a district vehicle, as needed; Maintains order and discipline on the bus as required; Notifies bus driver of any potential problem; Participates in staff development programs as directed; Establishes, maintains, and/or supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the board of education; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Knowledge of First Aid and CPR procedures; Operation of mechanical lift, wheelchairs, seat belts, restraining harnesses and wheelchair clamping devices; Safe practices regarding school bus transportation, health and safety regulations.

ABILITY: Ride a school bus with children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring the safety of students; Ability to communicate with and understand the needs of pupils; Ability to work harmoniously with the public, pupils, and staff; Observe health and safety regulations; Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils; Ability to react calmly under stressful situations and/or emergencies; Ability to follow written and oral instructions; Ability to read, write, and speak in Spanish and English is desirable.

EXPERIENCE: The skills, knowledge, and abilities listed above would typically be acquired through attaining some successful experience working with children with physical disabilities and/or transporting children.

EDUCATION: High School diploma or equivalent required.

OTHER: Valid First Aid and CPR certification; Ability to lift, carry, push, or pull adaptive equipment or special needs students; Ability to stand or sit for long periods; Ability to monitor students on bus.

NORMAL TERMS OF SERVICE

Three to eight hours per work day, nine months per year, dependent upon funding and district need.

REPORTING SUPERVISOR

Transportation Supervisor

REVIEWING OFFICER

Transportation Supervisor

APPROVED: 3/23/06