



## Bus Paraprofessional

Reports To: Transportation Coordinator/Director of Special Services

### **SUMMARY**

Assist the School Bus drivers in the safe transportation of students to and from school, taking care of their special needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the driver in maintaining control of the students on the bus or at the stops, when necessary, and staying alert to all activities that are going on.
- Assist students to and from their houses when required, ensuring they have all their belongings.
- Knows how to operate a two-way radio and electric hoist and assists with these when necessary.
- Knows the bus route and other procedures in order to aid the relief driver should one be assigned to drive the bus route.
- Attend all in-service and driver training activities as required by supervisor.
- Perform any other duties assigned by supervisor.

### **QUALIFICATIONS**

- **Education:** High school diploma or GED required.
- **Language Skills:** Understand written procedures, speak clearly, and understand complex multi-step written and oral instructions. Ability to communicate clearly and concisely both orally and in writing.
- **Computer Skills:** Basic computer skills helpful.
- **Other Skills and Abilities:** Past or current experience working with children preferred. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with an awareness of all school requirements and Laramie County School District #2 policies.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check. Required to have or get First Aid and CPR Certification.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Performing the job duties of this position requires the following physical demands: reaching, some lifting, standing, walking, carrying, bending, stooping, kneeling, crouching, sitting and/or crawling.

The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.