

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

SCHOOL BUS ATTENDANT

POSITION: School Bus Attendant
REPORTS TO: Director of Transportation or Designee
LOCATION: Department of Transportation

NATURE OF WORK:

This position will assist the school bus driver with students during transit and when the students are boarding the school bus and exiting the school bus. The applicant must be a certified school bus attendant or meet qualifications to be a certified school bus attendant. The applicant must be able to properly install safety restraint equipment and be able to lift 60 lbs. This position may require the selected applicant to travel outside of St. Mary's County each school day, for the entire day, in order to transport students to an alternative school location.

DUTIES AND RESPONSIBILITIES:

- Assist driver in the loading and unloading of students;
- Assist in the operation of the wheelchair lift;
- Ability to use wheelchair tie downs;
- Ability to maintain order on the bus;
- Assist students with personal hygiene who are unable to care for themselves;
- Assist in written report in the event of an accident;
- Administer first aid if required;
- Other duties as assigned.

QUALIFICATIONS:

- Applicants must be a certified SMCPSS school bus attendant or a certified SMCPSS school bus driver;
- Ability to interact with physically, mentally, and emotionally handicapped children;
- Must have ability to restrain students, be in good physical shape, and be able to lift students weighing approximately 50 to 60 pounds; and
- Must be aide certified and meet federal, state, and local requirements.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for a ten-month seven-hour bus driver & attendant employees – Range 1.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 2018