

**CUMBERLAND REGIONAL HIGH SCHOOL  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**BUS AIDE (SPECIAL EDUCATION)**

**QUALIFICATIONS:**

1. High School Diploma
2. Successful experience working with children desired.
3. Some knowledge of child growth and development; basic first aid.
4. Good physical health and strength.
5. Required criminal history background check.

**REPORTS TO:**

Principal/other designated Certified Personnel

**JOB GOAL:**

To promote the safety and welfare of disabled students riding a school bus or other approved vehicle.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for helping to maintain orderly conduct and discipline.
2. See that students enter and leave the vehicle in an orderly and safe fashion.
3. Assist in handling wheelchairs, crutches and other assistive devices.
4. To help ensure the comfort of students in special seating devices.
5. Recognize and appropriately respond to seizure related disorders.
6. To reinforce acceptable behavior.

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**PERFORMANCE RESPONSIBILITIES: (Cont'd.)**

7. To report bus infractions immediately to building principal.
8. Participates in in-service training as assigned.
9. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

**EVALUATION:**

Performance of this position will be informally evaluated by a building principal or other supervisor in accordance with provisions of the board's policy on evaluation of non-certified staff.

Revised First Reading  
Second Reading and Adoption