

## Coosa County Schools Job Description

JOB TITLE: SPECIAL EDUCATION BUS AIDE

### QUALIFICATIONS:

1. High school graduate or equivalent.
2. Experience working with special needs individuals preferred.
3. Good physical and emotional health, including ability to lift and restrain students of varying age levels and sizes.
4. CPR trained or willing to be trained.
5. Cleared background check through FBI and ABI processes.

REPORTS TO: Transportation Supervisor

JOB GOAL: To assist in the transport of students to and from school safely and punctually and to aid bus driver as needed.

### PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; notify supervisor when absence is necessary.
2. Ensures safety of students by adhering to all bus rules and assisting students in following safety rules.
3. Works cooperatively with bus driver in all aspects of bus operations including but not limited to: following each student's IEP; loading, securing, monitoring, and unloading students; cleaning the interior of bus; post trip the bus as well as securing the bus and equipment.
4. Familiarize self with and uses: safety equipment located on bus, emergency procedures, and bus route and pick-up points.
5. Participation in required trainings and professional development.
6. Works cooperatively with school staff in special requests concerning handling behaviors, physical management, etc.
7. Maintain proper and professional relationship with student and with other employees.
8. Respect the confidentiality of information pertaining to students, staff, and school system.
9. Assume other transportation-related duties as assigned by supervisor.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*