

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Transportation Paraprofessional  
**Date Prepared or Last Modified:** December 7, 2021  
**Work Year:** 9 Month  
**Department:** Transportation  
**Reports To:** Transportation Supervisor

**SUMMARY** Work as a team with Bus Driver by providing direct care of student passengers who may be unable to care for themselves due to their age and/or disabilities and thereby ensuring a safe, comfortable environment for all passengers; by providing direct supervision and immediate care of student passengers during loading/unloading procedures and while in route; and by assisting with documentation, communications, and other duties relating to the safety and welfare of students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

D 13% Assist Bus Driver to ensure the cleanliness of the interior/ passenger compartment and the safe operation of the vehicle and equipment. Visually assist Driver with pre/post trip and physically check all interior equipment including specialized equipment if bus is so equipped.

D 4% Physically check the bus after each stop to ensure that no student is left behind or has left his/her belongings in the bus and being aware of students at all times to ensure their safety.

D 45% Assist students having special needs with adaptive equipment and/or monitoring students who may have other medical, physical, emotional, or behavioral needs. Provide care and assistance to passengers to and from the bus, while crossing streets, and during transportation.

D 19% Provide structure and coaching to refocus students behaving inappropriately. Communicate effectively with parents and Special Needs staff regarding students' needs and / or behaviors, Communication includes bus stop times and/or route changes and any special concerns the student may need.

W 17% Assist Bus Driver and Substitute Drivers with route sheets, emergency information, required paperwork, and documentation.

Ongoing2% Attend at least one additional training either in person or via a web based conference if offered; not including In-service training. Attend monthly meetings and perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High School or equivalent on the job training and experience.

**EXPERIENCE:** No experience required, however; prefer someone with prior experience working with children.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Basic math,; personal computer and\or smart phones, Google Classroom, Zoom or other web based programs and QR code functionality.. Need intermediate oral and written communication, English language, interpersonal relations, customer service and public relations skills, critical thinking, problem solving and organizational skills. Needs the ability to manage confidentiality in all aspects of a job, manage multiple priorities, manage multiple tasks with frequent interruptions, and the ability to diffuse and manage volatile and stressful situations. Visually assist the driver with pre/post trip and physically check interior equipment. Will need to acquire operating knowledge of wheelchair lifts, tie downs and other adaptive equipment within 3 months of hire. If it is determined that a student requires certain emergency medication during the bus ride, the Paraprofessional will receive specialized training from a Registered Nurse which is guided by the Colorado Nurse Practice Act. If the nurse deems a candidate unqualified, Bus Paraprofessionals may be reassigned by the Director to ensure the students' medical needs are met. When any emergency medication is administered, Transportation Dispatcher should be contacted immediately. This position requires critical thinking if an emergency situation arises (not medication related) and EMS (911) must be called/contacted directly.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPR and First Aid certifications required within 90 days after hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities; however, this position is responsible for supervising student conduct. Acts as a resource for Bus Driver and Substitute Driver by providing assistance with route, passenger information, and student specialized equipment (if so equipped) and vehicle inspections.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, and walk. The employee frequently is required to sit; stoop, kneel, crouch, or crawl; reach with hands and arms; climb or balance; talk, hear and smell. The employee must regularly lift or move up to 25 pounds and occasionally lift or move up to 50 pounds. May possibly lift and/or move up to or over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and outside weather conditions. The employee will occasionally work near moving mechanical parts; work in high, precarious places; or vibrations. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, instruct, coordinate, compute, synthesize, evaluate, compile, use interpersonal skills, and negotiate.