

LYON COUNTY SCHOOL DISTRICT

Transportation – Paraprofessional Bus Aide

Job Group: Transportation

Classification: Classified

Terms of Employment: Pay Grade 23 on the Classified Salary Structure (9 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under supervision of the Area Lead cares for the needs and requirements of disabled students while riding on a school bus and/or passenger vehicle; under the directions of the driver in providing assistance for the safety and direction of disabled students while riding on a school bus and/or passenger vehicle; and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists the student(s) to whom they are assigned in such physical tasks as safely entering and exiting the school bus.
2. Establish and maintain rapport with passengers. Ability to deal effectively and supervise students, maintain pupil control and report violations to proper authority.
3. Conforms to safety standards as prescribed.
4. Keep accurate records and submit all reports at the specified time.
5. Must attend to child's medical needs as noticed by the District.
6. Maintain a continual and consistently clean and disinfect bus for the safety of those students being transported.
7. Make daily check of special equipment.
8. Required to take Hepatitis "B" shot.
9. Ability to take direction from and provide assistance to the Special Education School Administrator and transportation personnel.
10. Attend driver meetings and training sessions as required unless absence is approved. May be required to sit in on an IEP (individual evaluation plan) or other District meetings for a medically fragile child who would be transported on the route.
11. Will be responsible for helping to implement student(s) IEP.
12. Required to attend training sessions related to Special Needs.
13. Performs and participates in other related duties as assigned by the building administrator, Area Lead, or transportation designee.

ACCOUNTABILITIES: Works under the direct supervision and is evaluated by the Transportation Area Lead.

POSITION EXPECTATIONS:

1. Knowledge of CPR/AED and Universal Precautions.
2. Ability to work effectively with special needs students.
3. Ability to interpret and apply oral and written instructions.
4. Ability to perform several tasks and determine priorities.
5. Ability to deal with unusual behavior and crisis situations.
6. Ability to complete routine records.
7. Must have knowledge of rules, regulations and practices of transportation and workplace safety.
8. Ability to operate a two-way radio.
9. Ability to work flexible hours and shifts at various locations.
10. Have adequate hearing in both ears; meeting federally mandated requirements.
11. Have vision which meets mandated requirements without glasses or with corrective glasses or lenses

12. Ability to recognize and report hazards and apply safe work methods.
13. Possess physical and mental stamina commensurate with the responsibilities of the position.
14. Willingness to attend trainings as it relates to implementation of IEPs.

POSITION REQUIREMENTS:

Education and Training:

1. High school diploma or GED equivalent.
2. Valid driver's license and DMV clearance.

Licenses and Certifications:

Must have the ability to complete:

1. Specialized training as needed to meet student needs as outlined in IEP's.
2. Blood borne Pathogen and Universal Precaution Training
3. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include hands-on components. Online courses will not be accepted.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Standing, sitting, walking, climbing, balancing, stooping, kneeling, crouching, and crawling. Must have the ability to lift 50 pounds or 1/3 body weight, whichever is greater, to waist height, perform a 2 to 3 person lift, and the ability to restrain student(s) as needed and in accordance with state regulations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting			X	
Crawling				

Kneeling		X		
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs		X		
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:	X			
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling		X		
Grasping/ Gripping		X		
Handling		X		
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings	X			
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT				
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises	X			
Heights				
Confined Spaces		X		
Heat Stress		X		
Cold Stress		X		
UV Exposure		X		
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision			X	
Far Vision			X	
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination		X		
Audio Alarms		X		
Ability to Smell		X		

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____