

Bus Paraeducator

Purpose Statement:

The purpose of this position is to monitor students on the school bus, enforcing rules, providing for a safe environment, and reporting behavior incidents to administrator or bus driver; other duties may be assigned.

Essential Functions

- Assists students in boarding and departing from bus
- Assist with securing-students properly in their seats (keeping students belted)
- Rides on school buses to attend to the needs of students
- Monitors students at all times
- Documents and reports incidents
- Follows the implemented medical, safety and behavior intervention plans
- Engages with students in bus environment
- Maintains and/or assists with student discipline including maintenance of positive student behavior
- Assists students with bus emergency drills

Other Functions

- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent

Knowledge and Skills

- Basic knowledge required to perform assigned tasks
- De-escalation training required
- Some experiential skills required to perform assigned tasks
- Moderate oral and written communications required
- Primary responsibilities require intermediate level curriculum skills
- The job occasionally is required to function in complex situations

Responsibility

- Tasks require limited independent judgment
- Tasks are performed within established routines
- Approval is needed before deviating from routines
- Occasionally required to resolve unexpected issues
- Regular discretion and access to ordinary information
- Limited risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work product
- Limited or no reporting required
- Limited or no data management

Working Conditions

- Few Interruptions
- Frequent emotionally charged interactions
- Work requires moderate safety precautions
- Frequent exposure to weather conditions
- Limited risk/exposure to human borne pathogens
- Work regularly performed under moderately adverse conditions when working with students
- Frequent exposure to noise
- Frequent exposure to traffic
- Frequent exposure to fumes
- Limited standing (1-30%)
- Limited lifting (1-10 lbs., seldom)
- Frequent prolonged sitting (61+%)
- Moderate stooping and bending
- Moderate twisting
- Moderate fine dexterity
- Limited pushing and pulling

Required Testing

None

Clearances

Criminal Justice Fingerprint/Background Clearance