



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Paraprofessional – Transportation

(Rev. 12/17/2012, Rev. 04/28/2016)

Qualifications:

1. High school diploma or equivalent
2. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To:

Transportation Director and/or designated

Job Goal:

To assist the driver in maintain a high degree of order on the transportation vehicle.

Performance Responsibilities:

1. Assist the driver in the implementation of the assigned transportation route.
2. Assist the driver in the collection and preparation of required documents in regards to transportation.
3. Assist the driver with individual problems as they arise.
4. Participate in in-service training when requested.
5. Follow guidelines established for the operation of the project.
6. Assist students in boarding and exiting vehicles when necessary.
7. Assist driver in maintaining discipline and reports violations to the proper authority.
8. Assist driver in handling disturbances with as little confusion as possible.
9. Performs any other duties consistent with the position of school aide.
10. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy
Job Code:	9400