

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
BUS PARAPROFESSIONAL

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Experience or training in the care of children preferred.
3. Possess a valid Florida CDL with passenger endorsement if required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of exceptional education students. Knowledge of and ability to use crisis intervention and prevention techniques. Ability to follow directions and to work as a team member. Knowledge of and ability to use CPR and apply first-aid.

REPORTS TO:

Director, Transportation and Risk Management

JOB GOAL:

To assist in providing safe and efficient transportation so that students may enjoy the advantages of the District's educational programs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. *Assist in the loading and unloading of students at the bus stop and at school.*
2. *Ensure student seat belts and / or safety harnesses are properly secured.*
3. *Assist the bus driver in maintaining good order on the bus.*
4. *Operate the wheelchair lift and secure the wheelchair when required.*
5. *Carry non-ambulatory students when required.*
6. *Assist the bus driver with emergency evacuations including evacuation drills.*
7. *Maintain a working knowledge of the history of each student in order to recognize indications of illness and respond accordingly.*
8. Establish and maintain good rapport with students, parents, bus driver, teachers and others.
9. Assist with all written reports as required.
10. Assist in cleaning bus as required.
11. Perform other incidental tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities are italicized

BUS PARAPROFESSIONAL (Continued)**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 8