

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

SCHOOL BUS ATTENDANT

POSITION: School Bus Attendant

REPORTS TO: Director of Transportation or Designee

LOCATION: Department of Transportation

NATURE OF WORK:

This position will assist the school bus driver with students during transit and when the students are boarding the school bus and exiting the school bus. The applicant must be able to properly install safety restraint equipment and lift 60 lbs. This position may require the selected applicant to travel outside of St. Mary's County each school day to transport students to an alternative school location.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to interact with physically, mentally, and emotionally handicapped children
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Possess effective organizational skills
- Ability to work independently
- Possess effective written and oral communication skills
- Ability to follow both written and verbal instructions
- Ability to work under pressure
- Ability to interact with physically, mentally, and emotionally handicapped children
- Ability to restrain students, be in good physical shape, and be able to lift students weighing approximately 50 to 60 pounds

DUTIES AND RESPONSIBILITIES:

- Assists driver in the loading and unloading of students
- Assists in the operation of the wheelchair lift
- Uses wheelchair tie downs
- Maintains order on the bus
- Maintains aide certificate according to federal, state, and local requirements
- Restrains students if needed and to lift students weighing approximately 50 to 60 pounds
- Assists students with personal hygiene who are unable to care for themselves
- Assists in written report in the event of an accident
- Administers first aid if required
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Certified SMCPs school bus attendant or a certified SMCPs school bus driver
- Experience with physically, mentally, and emotionally handicapped children
- Physically fit to restrain students, and able to lift 50 to 60 pounds

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE: The salary for this position will be based on EASMC-ESP salary schedule for Bus Driver & Attendants ten-month seven-hour employees – Range 4.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 5.2025