
POSITION DESCRIPTION

Bus Educational Assistant

General Definition of Work

Performs human support work. Work is performed under the limited supervision of the Transportation Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Provides service to the passengers in a manner consistent with the physical and emotional needs of those passengers.
- Maintains orderly student behavior on the bus consistent with the ability of the students to behave appropriately and consistent with the directions of the bus driver.
- Assists the driver in the operation and use of special equipment and safety restraint devices.
- Monitors passenger use of restraining devices and special accommodations to ensure conformance with the established safe and intended practices and procedures.
- Assumes additional responsibilities as directed by the Transportation Manager.

Knowledge, Skills and Abilities

- Possess the physical skills and abilities necessary to control and assist student passengers and to lift students weighing up to forty pounds into and out of a school bus seat and/or wheelchair (heavier students require cooperative effort between driver and assistant).
- Demonstrated skills in effective communication with supervisors and co-workers, in establishing and maintaining working relationships based on mutual confidence and respect, in identifying problems and their resolution, in exercising good judgment, in showing maturity and dedication to duty.
- Constructive and positive attitude, able to handle duties effectively and professionally.
- Considerate, straightforward and honest with other people, able to appropriately handle confidential information.
- Established experience as a team player, able and willing to carry out district objectives.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Special Requirements

Must hold or be able to obtain a valid Special Education Aide license from the Wisconsin Department of Public Instruction.

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; this work does not require any specialized sensory utilization.

Environmental Conditions

This work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Bliss Educational Services Center
1900 Polk Street, Stevens Point WI 54481



The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Classroom Support Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 6/2025

Stevens Point School District, Stevens Point, Wisconsin