

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: BUS ASSISTANT

Classification:	Classified	Work Year: 181 Days
Department:	Special Education	Board Approval: 12/08/2016
Reports To:	Coordinator of Special Programs	
Salary Range:	Classified Salary Schedule, Range 9	

BASIC FUNCTION:

The job of the bus assistant was established for the purpose of assisting special education and general education students during transport to and from school and/or special activities. Working in conjunction with bus drivers to ensure student safety and maintenance of a positive environment during transport.

REPRESENTATIVE DUTIES:

- Assists students for the purpose of providing for special needs during transport, safe loading and unloading from buses including both emergency situation and normal transport.
- Instructs students for the purpose of enforcing rules/ regulations and maintaining student safety.
- Monitors and independently supervises students with special needs until released to teacher, instructional assistant, parent etc. for the purpose of ensuring the safe transportation of all passengers.
- Assists bus driver in the securing of students and/or their equipment (e.g., restraints, wheel chair tie downs, seat belts) for the purpose of ensuring the safety and well-being of students.
- Observes student behavior to anticipate potential problems.
- Implements behavior support strategies as defined and needed.
- Works with data utilizing specific, defined processes and operate equipment using a variety of standard methods.
- Escorts students across streets or roadways, stopping traffic as necessary.

LICENSES AND OTHER REQUIREMENTS:

- First Aid Certificate including CPR

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special needs of students who have behavioral, learning, or physical disabilities;
- Basic math skills;
- Safety practices and procedures and age appropriate activities;
- Methods of maintaining order in a diplomatic manner;

ABILITY TO:

- Maintain order among students on a school bus;
- Understand and carry out directions;
- Maintain simple records;
- Speak, read, and write English at a level required for satisfactory job performance;
- Write routine documents and speak clearly;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties;
- Work with a wide diversity of individuals;
- Maintain discipline over students;
- Communicate with diverse groups; maintaining confidentiality and work as part of a team;
- Follow instructions and independently make decisions within the framework of established guidelines;

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Requires moderate physical effort and exertion associated with the ability to lift, carry, push, pull, or climb.
- Requires lifting 50 lbs. maximum or carrying any object weighing up to 25 lbs.