Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Paraprofessional Bus Attendant I**	FLSA Status:	**Non-Exempt**
Job Family:	**Transportation**	Pay Range:	**TP12H**
Prepared/Revised Date:	**June 26, 2025**	Job Code:	**41405**

SUMMARY: Responsible for minimizing bus operator distractions and assist ensuring students are safe during the loading, unloading, transporting, and transferring on buses.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist bus operator in maintaining appropriate student behavior by monitoring behavior and intervening as necessary. Reporting incidences of unsafe or inappropriate actions that occur on or off the bus. Complete all necessary paperwork, including misconducts and reports.
2. Communicate with bus operator in development of a team environment.
3. Through route sheets and reports, acquire and maintain information such as medical information physical limitations, and symptoms that may require immediate attention or intervention concerning assigned students. Ensure students are hygienically clean and safe during transport.
4. Ensure all students are properly loaded and seated. Monitoring and enforce acceptable physical social and physical behavior for students with learning disabilities, mild or moderate physical disabilities, emotional disabilities and/or special needs.
5. Assist bus operator in keeping special needs equipment picked up and stored in its proper place when not in use, cleaning the interior of the bus, and sanitizing seats after each route.
6. Daily report work time and absences through district timekeeping system.
7. Attend all necessary trainings and practice emergency evacuation drills with students and bus operator.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- Experience working with children preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- First Aid certification required within 60 days of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Experience working with children preferred
- Bilingual oral and written communication skills desired
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of District and Transportation Department policies, procedures, and code of conduct
- Ability to supervise and effectively interact with students
- Knowledge of student behavior management techniques
- Ability to maintain professional relationships with all District staff and community members and be part of a working team
- Excellent communication and conflict resolution skills
- Ability to effectively communicate with parents, staff, and community
- Attend all required terminal, paraprofessional, and supervisory meetings as well as additional trainings
- Basic understanding of bus operations and emergency procedures
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Transportation Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)			X	
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration				X

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	

NOISE LEVEL:	Exposure Level
Quiet	
Moderate	
Loud	X
Very Loud	