

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Bus Aide **Job Code:** 78032
Job Classification: 13 Educational Paraprofessionals **EEO Line:** 52
Job Class Category: C Instructional Support Personnel **Job Description Supplement Code:** 8
Reports to: Director, Pupil Transportation Services **Salary Locator:** Classified Schedule

SUMMARY:

Under general supervision, the Bus Aide is to perform school bus monitoring, and provide student and bus operator assistance as needed during daily school transportation routes. Employees in this classification assist with the safe loading and unloading of students to and from destinations, and ensure all bus activities support the safety and welfare of all persons. Work includes ensuring appropriate securing of students, and provides assistance to students with special medical needs devices. Performs related work as directed.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Demonstrated ability to fulfill the dexterity and physical requirements of the work
- 3) Attend to the needs of school age children, including those with special medical needs; or an equivalent combination of education, training, and experience
- 4) Requires ability to successfully complete wheelchair certification, first aid and CPR training; requires annual recertification in order to maintain employment
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Ability to fulfill the dexterity and physical requirements of the work
- (5) Ability to establish high standards and expectations for all students to accept responsibility for behavior
- (6) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (3) Monitors daily school bus activities to ensure proper student conduct at all times, and adherence to appropriate disciplinary controls.
- (4) Maintains attendance records and assigns student seating; learns assigned bus route(s)
- (5) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (6) Perform assigned tasks in a timely and efficient manner
- (7) Performs routine cleaning and bus maintenance activities, to include attending to spills and cleaning of bodily fluids
- (8) Responsible for keeping up to date on current technology, as job appropriate, being used by PCSD. Attend trainings to ensure skill level in various technologies is at the level required to perform current position
- (9) Ensures the safe loading and unloading of students to and from destinations, to include operation of specialized equipment for attending to students with special needs, i.e., wheel chair lifts and tie-downs, toddler/infant seats and seat belts
- (10) Perform all other non-instructional duties as requested by director

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential

function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as frequently and/or up to 20 pounds of force as needed to move objects. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: June 3, 2014