

Washington West Supervisory Union Job Description

JOB TITLE: Bus Assistant
FLSA STATUS: Non-Exempt
UPDATED: FY 2014

POSITION OBJECTIVES: To assist in transporting children in special education programs to and from school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Assist in loading and unloading of children in wheelchairs, using lifts. Assist other children getting in and out of the van.
- Secure seatbelts for smaller children; supervise fastening of seatbelts by older children.
- See that the children have their belongings together and with them when they get off the bus at school.
- Maintain order on the bus, keeping the children quiet and calm. Deal with various behavior problems that occur, following established standards and procedures. Visit with children, and try to maintain an amiable atmosphere.
- Clean up after children who are sick or have toileting problems on the bus, and disinfect bus as needed.
- Report any relevant problems to senior staff members, and follow-up as needed.
- Other duties as assigned.

SUPERVISION RECEIVED: Reports to and evaluated by the Director of Student Support Services.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Basic education (high school or equivalent), plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Good communication skills and the ability to speak clearly to and deal courteously and efficiently with students, staff and supervisors.
- Demonstrated abilities and personal qualities needed to work effectively with children and adolescents with special needs, and a desire to work with this population.
- First aid and CPR training, and additional relevant health service training or experience desirable.
- Physical ability to do required lifting and to perform first aid, CPR and other medical procedures if necessary.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally

lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.