

Oroville City Elementary School District Job Description

JOB TITLE: BUS TRANSPORTATION AIDE

SALARY LEVEL:	6	DIVISION:	Classified
DEPARTMENT:	Special Education	LOCATION:	District
REPORTS TO:	Director of Special		
APPROVED BY:	Board of Trustees	DATE:	April 4, 2003
		REVISED:	February 3, 2016

SUMMARY: Rides along on specified routes to assist the bus driver in monitoring the behavior of identified students to ensure the safe transportation of all students.

The bus transportation aide will ride along on specified routes to assist the driver in ensuring a safe ride for targeted students and all others that ride the bus, and follows all intervention procedures as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Rides bus to and/or from school/bus garage to attend to students who have supervision, medical, and behavior problems (Student may have seizures and medical needs on bus.).

Supervises identified students while entering, traveling on, and leaving the bus.

Maintains a firm, but patient and courteous attitude towards students.

Maintains confidentiality with regards to the student(s) on the bus.

Maintains positive working relationships with those encountered in the course of their work.

Exercises tact, diplomacy, and good judgment in dealing with students and situations.

Implements behavior supports or strategies that have been designed for identified students, as needed.

Reports on progress of identified student's behavior to supervisor as necessary.

Assists bus driver in loading and unloading students.

Works flexible hours.

Performs other related duties, as assigned.

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School diploma or general education degree (GED) required; experience working with children is desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

REASONING ABILITY: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS: First Aid and CPR Certificate must be acquired during the employee's first six months of service.

OTHER SKILLS AND ABILITIES: Ability to listen to children in a friendly and accepting manner. Ability to supervise one or several students in a group setting. Ability to recognize potential threats to the safety and well being of students. Ability to interact with staff, students, parents and others in an open, friendly and business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands and touch, handle, and feel.

The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to extreme cold and extreme heat and to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.