

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Special Education Bus Teacher Assistants
Department:	Transportation
Reports to:	Transportation Supervisor
Supervises:	N/A

Description of job:

Assist in providing safe transportation of special education students to and from school in order that students may benefit fully from the district's curriculum and extracurricular programs.

ESSENTIAL FUNCTIONS:

1. Assists special education children boarding and departing bus (wheel chair students & non wheel chair students).
2. Assists bus driver in maintaining appropriate student behavior in accordance with district code of conduct.
3. Provides written record of violation of student code of conduct to the transportation supervisor.
4. Reports any parental issues to the transportation supervisor.
5. Adheres to any special requirements as outlined in the transportation request (i.e. dietary and/or comfort aide)
6. Maintains a high level of confidentiality at all times
7. Ensures appropriate level of student safety as well as proper use of safety equipment.
8. Other duties as assigned by the supervisor.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

Protective Personal Equipment:	Safety Vest, No open toed and/or back footwear (i.e. "flip flop", sandals, etc.) are allowed at any time. Footwear must be closed toed and closed heel (footwear with only a heel strap in the back does NOT meet this criteria).
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Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None: X	Manual:	Automatic:
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Work Environment

Floor Surface:	Ribbed rubber		
Inside:	Up to 80% - constant level	Outside:	Up to 20% - occasional level
Lighting:	Day light		
Vibration:	Minimal exposure to vibration when bus in operation		

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 50 pounds occasionally

WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X			Floor to below waist	Walker, potentially student
10 – 20 lbs.		X			Floor to below waist	Potentially student
20 – 35 lbs.		X			Floor to below waist	Potentially student
35 – 50 lbs.		X			Floor to below waist	Wheelchair, potentially student

CARRYING

Maximum weight carried: up to 10 lbs.

WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X			Short	Backpack
10 – 20 lbs.	X					
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING/MANEUVER

Maximum push/pull: 50 lbs.

WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				Wheelchair
10 – 20 lbs.		X				Wheelchair
20 – 35 lbs.		X				Wheelchair
35 – 50 lbs.		X				Wheelchair

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing			X		Ascend/descend up to 4 steps with railing right/left or both sides. Step height up to 12".
Reaching – Vertical		X			
Reaching –		X	X		

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Horizontal					
Grasping			X		
Manual Dexterity			X		

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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 graduate or general equivalency diploma. Three to six months experience and/or training in a school/transportation environment providing support to students.

License/Certificate/Certification:

Completion of Teaching Assistant Training Program preferred but not required.

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 this job the employee may occasionally lift and/or move up to 50 pounds with assistance as necessary.

Communication Skills:

Strong oral and written communications skills. Capability of responding simultaneously to a variety of needs for students, parents, community members and staff while maintaining a high degree of sensitivity to individual needs.

Training:

Current certificate in First Aid and CPR required. Training for these certificates as well as the proper use of safety equipment will be provided as necessary.

Interpersonal and Problem solving skills:

Ability to interact with students, parents, community members and staff in a pleasing, motivating manner. Ability to effectively handle issues utilizing a personable problem solving approach.

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Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract

Date: 12/2015