

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

<b>Position:</b>	Transportation/Exceptional Education Aide
<b>Evaluated by:</b>	Transportation Director/ Building Administrator
<b>Job Description:</b>	The Transportation Ex. Ed. Aide assists with the transportation of students with special needs and supports the instructional program by performing tasks assigned by the special education teacher.
<b>Qualifications:</b>	Holds a high school diploma or GED. Holds or qualifies for "Aide" classification. Holds valid CPR and first aid cards. Has completed required training for exceptional education aides and training for properly securing students on buses.
<b>Length of Employment:</b>	200 Days
<b>Responsibilities:</b>	<p>The Transportation/Ex. Ed. aide shall have the following responsibilities and duties:</p> <ol style="list-style-type: none"><li>1. To secure students in car seats, seat belts, harnesses, etc., while in transport.</li><li>2. To secure wheelchairs safely for transport.</li><li>3. To assist in the loading and unloading of students at points of transfer.</li><li>4. To maintain records of students' medications, special procedures, person(s) responsible for meeting bus, etc.</li><li>5. To monitor students' behavior while bus is in transit.</li><li>6. To supervise students during transfer to another bus or building until appropriate other person has assumed supervision.</li><li>7. To provide individual or small group instruction under the supervision of the teacher.</li><li>8. To provide students with individualized attention.</li><li>9. To assist in grading assignments and recording grades.</li><li>10. To set up and operate equipment for instruction.</li><li>11. To assist with preparing material for instruction.</li><li>12. To provide library assistance to students.</li><li>13. To assist in lifting, feeding, toileting and changing clothes of special needs students as appropriate in assigned classroom.</li><li>14. To assist and supervise special needs students in the regular classroom setting.</li><li>15. To assist in maintaining an inventory of classroom materials and supplies.</li><li>16. To assist in the modification of materials and instructional activities for special needs students.</li><li>17. To assist students in physical therapy activities, as instructed.</li><li>18. To practice good safety habits.</li><li>19. To perform clerical duties such as filing and typing for classroom purposes.</li><li>20. To be aware of medications administered to students.</li><li>21. To maintain confidentiality of students' records.</li></ol>

22. To perform other duties as assigned by the Director of Transportation/Special Education Teacher.

**Work Habits:** The Transportation/Exceptional Education Aide shall exhibit the following work habits:

1. Maintains work habits that facilitate a positive work environment.
2. Displays knowledge within assigned area(s) of responsibility.
3. Maintains, completes and submits required reports in a timely fashion/
4. Maintains and/or upgrades skills within area(s) of responsibility.
5. Follows county rules and regulations.
6. Performs duties efficiently and effectively.
7. Maintains a high quality of work.
8. Displays behaviors that enhance the development of students.

**Classifications:**

Aide II: Personnel employed as an aide who have completed a training program approved by the state board of education, or who hold a high school diploma GED. Only personnel classified in at least an Aide II classification shall be employed as an exceptional education aide.

Aide III: Personnel employed as an aide who hold a high school diploma or GED and have completed a minimum of six semester hours of college credit through an institution of higher education **or** are employed as an exceptional education aide and have completed one year of experience as an exceptional education aide.

Aide IV: Personnel employed as an aide who hold a high school diploma GED and have completed a minimum of 18 semester hours of college credit through a regionally accredited institution of higher education **or** who have completed 15 semester hours of state board approved college credit through a regionally accredited institution of higher education and an in-service training program determined to be equivalent to three semester hours of college credit.

Paraprofessional: Personnel employed as an aide who, for pay purposes only, hold a Paraprofessional Certificate based on 36 semester hours of specified college credit or equivalent in-service training