

Bus Chaperon  
Extra Duty Job Description

Required Qualifications:

1. High school diploma or G.E.D. equivalent.
2. Ability to read, write, compute and communicate.
3. Demonstrated ability to relate to adults, students, bus operator, and parents in a positive and supportive manner.
4. Ability to work in a team situation.
5. Ability to meet the physical needs of students such as lifting and positioning.

Desirable Qualifications:

1. Current employee of the Jackson County Board of Education.
2. Previous experience in working with school age children within a school system.
3. Related college level coursework in human development and education.
4. Excellent physical condition in order to meet specialized needs of students within the school system.

Immediate Supervisor: Director of Special Services

Duties and Responsibilities:

1. Assists in the supervision of special education students as designated by the bus operator.
2. Assists in meeting the physical needs of students such as lifting, positioning, etc.
3. Assists bus operators in monitoring student behavior.
4. Assists in meeting medical emergencies of special education students.
5. Attends inservice training specific to assignment.
6. Provides basic record keeping information to the bus operator.
7. Maintains positive work habits within the school environment.
8. Establishes and maintains cooperative relationships with bus operator and parents.
9. Demonstrates courtesy and cooperation in dealing with persons both internal and external to the school site.
10. Performs duties efficiently and productively.
11. Performs other job related tasks as assigned by the director of special services.

Jackson County Board of Education  
Adopted: September 5, 1991