

## **SOUTH FORK UNION SCHOOL DISTRICT**

### **CLASSIFIED JOB DESCRIPTION**

#### **TRANSPORTATION AIDE/CUSTODIAL & MAINTENANCE**

##### **JOB SUMMARY**

Transport students from their residence in South Fork Union School District to their Special Education facility, assist with loading and unloading of passengers, maintain cleanliness of van and fueling of van., to perform a variety of functions related to the special needs of children being transported; to do other related work as required. Under supervision keep assigned buildings clean and orderly; to keep grounds clean; and to do other work as assigned.

##### **REQUIRED QUALIFICATIONS:**

###### **KNOWLEDGE OF:**

Basic concepts of children with special needs; behavior management strategies, appropriate communication skills.

Basic cleaning methods, procedures, and techniques; Cleaning materials, supplies, and equipment; safe working methods and procedures; Grounds care and general maintenance of facilities.

###### **ABILITY TO:**

Maintain appropriate student behavior; Perform appropriately in situations requiring tact and diplomacy; Understand and carry out oral and written instructions; Establish and maintain cooperative working relationships; Work in independently in the absence of supervision. Perform moderately heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; Understand and carryout oral and written directions; Establish and maintain cooperative working relationships with staff members, students, parents, and other community members.

Perform semi-skilled maintenance, painting and repair work in the area of work assigned; Use and operate hand tools, mechanical equipment, and power tools and equipment; Operate a variety of vehicular and stationary mechanical equipment; Work in independently in the absence of supervision; Understand and maintain cooperative working relationships with those contacted in the course of work.

## **EXPERIENCE:**

One-year experience of paid or volunteer experience working with children.

Six months of experience involved with the care and cleaning of buildings and facilities.

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities.

A typical way to obtain the knowledge and abilities would be:

Experience:	Two years of general building construction and maintenance work.
Training:	Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance. Additional specialized training in general construction or maintenance work or a related field is desirable.

## **EDUCATION:**

Equivalent to the completion of the twelfth grade.

## **LICENSE AND CERTIFICATE:**

Possess a current California Drivers' License and DMV record with no major violations.

## **CONDITION OF EMPLOYMENT:**

Ability in first 3 months to secure a certificate for first aid and CPR issued by the American Red Cross or equivalent; Insurability by the County Office liability insurance carrier; Passing a pre-employment physical; Passing random drug and alcohol testing; Fingerprint Clearance.

## **REQUIREMENTS:**

This job requires that employees are subject to a full background check and will be placed into a random drug and alcohol test pool.

## **ESSENTIAL FUNCTIONS:**

1. Assist students loading and unloading vehicle;
2. supervise students while driving the van/vehicle;
3. attend to any special needs that may occur on the vehicle including behavior, work with parents, teacher, instructional aides and meet the needs of the students and their IEPs if applicable;
4. Notify supervisor of vehicle repair or maintenance related problems;
5. Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The following categories refer to the overall physical requirements on an annual basis:
  1. Seldom = Less than 25 percent
  2. Occasional = 25 – 50 percent
  3. Often = 51 – 75 percent
  4. Very frequent = 76 percent and above

- 2 a. Ability to stand for extended periods of time;
- 4 b. Ability to sit for extended periods of time;
- 2 c. Ability to see for the purpose of reading laws, codes, rules, policies and other printed matter;
- 4 d. Ability to hear and understand speech at normal levels;
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation;
- 4 f. Ability to bend and twist, kneel and stoop, crawl, push, pull;
- 2 g. Ability to lift 75lbs;
- 3 h. Ability to carry 75lbs;
- 3 i. Ability to reach all directions;

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as assigned.

**PROBATIONARY PERIOD:**

Six months or 130 days, whichever is longer.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified