Angleton ISD

JOB TITLE: Special Education Paraprofessional

REPORTS TO: Director of Transportation
WAGE/HOURLY STATUS: Hourly rate, Employed at-will
Grade/Calendar: PT- 1/ 180 Days

JOB GOAL: Support safe, appropriate, and individualized transportation for students receiving special education and related services. The Special Education Transportation Paraprofessional assists students during loading, transport, and unloading; implements assigned IEP, behavior, safety, health, and transportation supports; documents required service information; and communicates concerns to appropriate district staff in accordance with federal, state, district, and SHARS/Medicaid requirements.

QUALIFICATIONS

- At least 18 years of age
- Ability to follow written and verbal instructions
- Ability to operate safety equipment and adaptive equipment
- Ability to communicate in English
- De-escalation training, first aid/CPR, lift/transfer training, bus safety, confidentiality, and other district-required trainings as assigned

MAJOR RESPONSIBILITIES AND DUTIES

Student Safety and Transportation Support

- Assist students with safe loading, unloading, seating, transitions, and movement to and from the bus in accordance with district procedures and student-specific plans.
- Monitor students during transportation to support safety, appropriate behavior, and access to transportation services identified through the ARD/IEP process.
- Assist with use of seat belts, harnesses, safety vests, car seats, wheelchair securement, adaptive equipment, and other transportation supports as trained and assigned.
- Support students with mobility, positioning, communication, sensory, behavioral, and personal care needs during transportation.
- Maintain awareness of student medical alerts, emergency procedures, health-related needs, and individualized safety plans as provided by appropriate district staff.
- Respond to emergencies, unsafe behavior, elopement concerns, medical concerns, or crisis situations according to district procedures and training.

It is the policy of the Angleton Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended

Special Education and Student Support

- Implement assigned IEP accommodations, behavior supports, communication supports, reinforcement systems, sensory supports, and transition supports during transportation.
- Assist students in developing safe bus-riding routines, following adult directions, using appropriate communication, and maintaining personal safety.
- Collaborate with transportation staff, campus staff, special education staff, nurses, behavior staff, and administrators to support student needs and continuity of services.
- Participate in training, meetings, and consultation related to student transportation needs, safety plans, behavior plans, health procedures, or special education supports when requested.

Documentation, SHARS/Medicaid, and Compliance

- Maintain accurate service documentation as required for students receiving special education transportation and related supports.
- Implement services billable for Medicaid/SHARS, including services provided in accordance with the student's IEP and district SHARS procedures.
- Protect confidentiality of student information and comply with FERPA, IDEA, etc., aligned district practices, Medicaid/SHARS documentation requirements, and district policies.

Communication and Professionalism

- Communicate professionally with students, families, bus drivers, campus staff, transportation staff, and special education staff.
- Maintain a calm, respectful, and supportive approach when working with students who demonstrate behavioral, communication, sensory, emotional, or medical needs.
- Follow assigned routes, schedules, confidentiality expectations, reporting procedures, and supervisory directives.
- Perform other duties as assigned consistent with the position and district needs.

EQUIPMENT USED

Wheelchair lift, wheelchair securement devices, safety vest/harness, seat belt cutter, two-way radio/communication device, tablet or electronic documentation system, first aid supplies, adaptive equipment, and other transportation or student-support equipment as assigned.

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WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; work with frequent interruptions; respond to student behavior, health, or safety needs during transportation.
- Frequent standing, sitting, bending, kneeling, reaching, lifting, pushing, pulling, assisting with student transfers, and securing adaptive equipment.
- Exposure to weather conditions, vehicle movement, noise, bodily fluids, student aggression, medical needs, and emergency situations.
- Regular attendance and punctuality required.

ACKNOWLEDGEMENT

This job description describes the general purpose and responsibilities assigned to this position and is not an exhaustive list of all duties and responsibilities that may be assigned. Duties may be adjusted based on district needs, student needs, and legal or program requirements.

_____ _____

EMPLOYEE DATE

_____ _____

SUPERVISOR DATE

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