

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
ATTENDANT -- BUS, EXCEPTIONAL STUDENT EDUCATION (ESE)
JOB DESCRIPTION

JOB CODE: 529511, 529512, 780322 **BARGAINING UNIT ELIGIBILITY:** Yes

FLSA: Non-Exempt **PAY GRADE:** 23

SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Training or experience in working with children, working with special education students preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques and procedures used in working with disabled students. Ability to relate and communicate effectively with disabled children. Knowledge of school bus rules and regulations. Knowledge of school bus safety procedures. Ability to secure students in a safe riding position and to reposition physically disabled students as needed. Knowledge of unusual health conditions or required health related interventions for students riding bus. Ability to establish and maintain effective working relationships with bus driver, parents, supervisor, and school personnel. Knowledge of First Aid and CPR. Ability to follow directions and work as a team. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Work-Site Administrator

JOB GOAL

To assist bus driver in transporting exceptional students or students with disabilities in a safe, efficient and timely manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist with safe loading and unloading of students.
- *(2) Enforce safety rules for students.
- *(3) Monitor student behavior.
- *(4) Administer to the individual needs of the students as required.
- *(5) Escort student to class or office if needed.
- *(6) Be familiar with each student's exceptionality.
- *(7) Be familiar with each student's physical needs.
- *(8) Assist with door-to-door loading and unloading, if needed.
- *(9) Ensure that students are secured (seatbelts, special seats, wheelchairs and other) and monitor structures and/or equipment to assure safety.
- *(10) Learn evacuation procedures and assist students and driver as necessary.

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- *(11) Interact appropriately with students.
- *(12) Follow all policies and laws governing transportation.
- *(13) Maintain familiarity with bus route to which assigned.
- *(14) Serve on school/district committees as required or appropriate.
- *(15) Adhere to applicable safety standards.
- *(16) Attend all staff meetings and workshops.
- *(17) Assist with maintaining a clean and orderly environment.
- *(18) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(19) Communicate effectively with the public, the bus driver, students, parents, staff members, administrators, and other contact persons using tact and good judgment.
- *(20) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(21) Demonstrate initiative in the performance of assigned responsibilities.
- *(22) Demonstrate support for the school district and its goals and priorities.
- *(23) Exhibit interpersonal skills to work as an effective team member.
- *(24) Follow attendance, punctuality and proper dress rules.
- *(25) Maintain confidentiality regarding school/workplace matters.
- *(26) Maintain expertise in assigned area.
- *(27) Manage time efficiently.
- *(28) Model and maintain high ethical standards.
- *(29) Participate in cross-training activities as required.
- *(30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(31) Prepare all required reports and maintain update and accurate records.
- *(32) Represent the District in a positive and professional manner.
- *(33) Respond to inquiries and concerns in a timely manner.
- *(34) Perform other duties as assigned.
- *(35) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 08

Adopted: 8/2/11

Revised: 9/26/19 (Superintendent)