

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## BUS AIDE, EXCEPTIONAL STUDENT EDUCATION

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent preferred.
- (2) Completion of school district training.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate orally and in writing. Ability to prepare written reports. Ability to read, speak and write in the English language. Ability to meet all state and federal regulations for bus assistants. Knowledge of characteristics of students with special needs. Knowledge of traffic rules and regulations as they pertain to loading and unloading students. Knowledge of safety rules concerning crossing the street. Skill in handling students with special needs in an appropriate manner. Requires First Aide and CPR training.

#### REPORTS TO:

Supervisor of Transportation

#### JOB GOAL

To attend to the needs and safety of students with special needs and assist in maintaining orderly conduct on the assigned bus.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Assist school bus operators in transporting students with special needs.
- \*(2) Assist in maintaining good student conduct on the bus.
- \*(3) Monitor the behavior and welfare of students on the bus.
- \*(4) Check all safety belts to ensure that all are secured.
- \*(5) Assist students in crossing the street when necessary.
- \*(6) Open and close the doors on the bus.
- \*(7) Assist substitute drivers with route and procedures.
- \*(8) Demonstrate initiative in the performance of assigned responsibilities.

##### Employee Qualities/Responsibilities

- \*(9) Meet and deal effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(11) Ensure adherence to good safety standards.
- \*(12) Maintain confidentiality regarding school/workplace matters.
- \*(13) Model and maintain high ethical standards.
- \*(14) Participate in training for bus aides/attendants annually.

## **Bus Aide – Exceptional Student Education - Continued**

- \* (15) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \* (17) Exercise service orientation when working with others.
- \* (18) Keep supervisor informed of potential problems or unusual events.
- \* (19) Use effective, positive interpersonal communication skills.
- \* (20) Respond to inquiries and concerns in a timely manner.
- \* (21) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (22) Exhibit interpersonal skills to work as an effective team member.
- \* (23) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (24) Demonstrate support for the school district and its goals and priorities.
- \* (25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (26) Prepare or assist in the preparation of all required reports and maintain all appropriate records.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.  
May be required to restrain a physically active individual as a temporary safety measure.

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### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

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

Board Approved: May 8, 2012