

JOB TITLE
SPECIAL NEEDS
TRANSPORTATION ASSISTANT

DIVISION
ADMINISTRATION

REPORTS TO
AREA COORDINATOR

SALARY SCHEDULE & GRADE
IB, GRADE 3

LENGTH OF WORK YEAR
184 DAYS

DATE
SEPTEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Assists the bus driver in supervising, loading and unloading students transported on special needs buses. Provides direct support to students as assigned.

PERFORMANCE RESPONSIBILITIES

1. Adheres to schedules and routes prepared by transportation services.
2. When on the school bus, adheres to the directives of the school bus driver.
3. Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns to building principals and transportation personnel.
4. Submits required reports and attends meetings when required by administrative staff.
5. Provides effective communication with parents, students, and District personnel.
6. Assists the driver in securing all seat belts, harnesses, and wheelchair clamps.
7. Follows established procedures for loading and unloading students.
8. Duties may include performance of health services, for which training will be provided.
9. Performs other duties as assigned by the Area Coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Practices effective written and verbal communication skills
3. Possesses the ability to work effectively with children and adults

DESIRABLE QUALIFICATIONS

1. Knowledge of school system policies and procedures
2. Experience in working with children

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