



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT SPECIAL NEEDS TRANSPORTATION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	184 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8824
BARGAINING UNIT:	CLAE

**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 & EVALUATION CRITERIA**

- Adheres to schedules and routes prepared by transportation services
- Adheres to the directives of the school bus driver when on a school bus
- Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns to building principals and transportation personnel
- Submits required reports and attends meetings when required by administrative staff
- Provides effective communication with parents, students, and District personnel
- Assists the driver in securing all seat belts, harnesses, and wheelchair clamps
- Follows established procedures for loading and unloading students
- Performs health services, if needed, for which training will be provided
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. 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**

- High School Diploma or G.E.D.
- Practices effective written communication skills
- Possesses the ability to work effectively with children and adults
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Knowledge of school system policies and procedures
- Experience in working with children
- Experience in a diverse workplace