



REVISED: Submitted:
07/01/2019 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