

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TRANSPORTATION ASSISTANT**

File 430

Reports to: Supervisor of Transportation

Job Objective: Monitors and assists students during bus trips.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health screening requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Commitment to keep current with skills essential to the objectives of the position.
 - Satisfactory pre-employment and ongoing random drug/alcohol test results.
 - Valid state department of education permit appropriate for the assignment.
 - Physical ability to safely lift and manage preschoolers and students with disabilities.
 - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
 - Demonstrates maturity and the ability to work with students and their families.
 - Ability to interact comfortably and confidently with the public.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Checks assignments. Carefully follows directions. Seeks clarification when expectations are unclear. Takes the initiative to perform routine tasks independently.
 - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
 - Provides appropriate student supervision. Communicates bus rules to students. Keeps supervisors informed about behavior problems.
 - Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
 - Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
 - Provides assistance as needed when aware of passengers with medical/health considerations.
 - Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Properly secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
 - Learns proper procedures to assist students during emergency bus evacuations.
 - Cleans up spills and deals with other conditions that may contribute to an accident.
 - Assists other staff as needed to deal with unexpected or urgent situations.
 - Promotes the proper use and care of district property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
 - Upholds the student conduct code. Maintains high expectations for behavior and performance.
 - Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
 - Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
 - Prepares/maintains accurate records. Submits required paperwork on time.
 - Maintains the confidentiality of privileged information.
 - Participates in staff meetings and professional growth opportunities as directed.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Performs other specific job-related duties as directed.

- Abilities Required:**
- The following personal characteristics and skills are important for the successful performance of assigned duties.
- Demonstrates professionalism and contributes to a positive work/learning environment.
 - Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
 - Exhibits consistency, resourcefulness, and resilience.
 - Maintains an acceptable attendance record and is punctual.
 - Reacts productively to interruptions and changing conditions.
 - Uses diplomacy and exercises self-control when dealing with other individuals.
 - Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions:	<p>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</p> <ul style="list-style-type: none">• Balancing, bending, crouching, kneeling, reaching, and standing.• Exposure to adverse weather conditions and temperature extremes.• Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.• Exposure to blood-borne pathogens and communicable diseases.• Interacting with aggressive, disruptive, and/or unruly individuals.• Lifting, carrying, and moving work-related supplies/equipment.• Operating and/or riding in a vehicle. Working in/near active vehicular traffic.• Performing tasks that require strenuous physical exertion.• Traveling to meetings and work assignments.• Working in proximity to moving mechanical parts.
Performance Evaluation:	<p>Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.</p> <p>The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.</p>