

Canfield Local Schools Job Description

Position: Special Education Transportation Aides

Reports to: Transportation Coordinator

General Responsibilities: To ensure the on bus safety of all students with special needs in our care so that they may enjoy the fullest possible advantage from the district's curriculum and extra curricular programs.

NOTE: The below lists are not ranked in order of importance

Specific Responsibilities:

- Rides the bus to individual student stops as necessary in the morning and again in the afternoon each school day.
- Assists students on and off the bus securing on bus equipment including seatbelts, car seats and safety vests/cam straps to ensure the safe transport of students to and from school.
- Maintains a safe environment for all students and the driver.
- Supervises student activity and behavior.
- Communicates with teacher(s), principal, parents and Transportation Department.
- Daily maintenance of a log book of significant events that happen during the transportation of students.
- Attends all mandatory departmental in-service meetings.
- Uses department discipline ladder to report discipline issues to proper authority.
- Observes all mandatory safety regulations for school buses.
- Ensures the safety of students.
- Establishes and maintains cooperative professional relationships.
- Remains free of any alcohol or nonprescription controlled substance and abuse of any prescribed controlled substance in the workplace throughout employment in the district.
- Exhibits professional behavior, emotional stability, and sound judgment.
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, and intelligent human beings.
- Understands the legal responsibility to help instill in students the belief in, and practice of, ethical principles and democratic values.
- Maintains confidentiality and respect for confidential information at all times.
- Other duties as assigned by the Superintendent or his/her designee.

Minimum Qualifications:

- BCI&I and FBI check
- Educational Aide Permit
- A high school diploma or training and experience that are considered equivalent.
- Ability to physically lift and assist students on and off the bus.
- Knowledge of bus safety for students with special needs.
- Excellent communication skills and the ability to interact in a professional manner.
- A suitable dressed, neat and clean appearance.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Required Knowledge, Skills, Abilities:

- Possess good health and the physical ability to perform the functions of the position
- Willingness to be trained in first aid and other areas as required
- Ability to assume responsibility and work cooperatively with others
- Ability to work constructively and positively with students

The qualifications listed above are intended to represent the education, experience, skill and ability levels typically needed to successfully perform the essential duties contained in this job description. The qualifications should not be viewed as individual absolute standards, but considered holistically with other position-related criteria.

The Canfield School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.