

*Carthage R-9 School District*  
**JOB DESCRIPTION**

**Job Title:** Bus Paraprofessional

**Responsible to:** Transportation Director, Bus Driver

**Qualifications:**

- High school diploma.
- Experience in working with disabled populations preferred.
- Good personal hygiene
- Good communication skills
- Ability to visually observe children

**Primary Function:**

Assists in the safety and well-being of children while being transported to and from school.

**Specific Duties:**

- Assure that the driver is not distracted from the safe operation of the bus
- Assist children safely getting on the bus and secure them in proper child restraint
- Assist children safely getting off the bus and into the custody of those individuals authorized to receive them
- Learn each child's name and ensure that they are delivered to correct residence
- Retrieve any items belonging to the child and assure it stays with them
- Follows and ensures mandated child restraint device procedures, ensuring that children are properly positioned and restrained in the bus, including wheelchairs
- In the event of an accident or emergency, assures the safe evacuation of all passengers following the Bus Evacuation procedures
- Communicate effectively with staff and parents and keep information confidential
- Assure that no child is left unsupervised on a bus
- Relay to staff or parents, any notes or materials sent by either party
- Answer parents' questions with any pertinent information about their child's bus ride or condition in a positive, professional manner
- Assist in maintaining the cleanliness of the interior of the bus for safe operating condition
- In the absence of regular driver, assist substitute with route directions
- Attend all scheduled staff meetings and trainings
- Perform check at end of route ensuring that all children are off the bus and it is empty
- Perform other duties as may be assigned

**Working Conditions:**

- Risk of exposure to blood, body fluids and communicable diseases
- Must be physically able to climb into school bus, bend, kneel and squat
- Must be able to safely move around vehicle while it is in motion to check on students