



School Bus Attendant

Terms of Employment: 10-months

Exemption Status: Non-Exempt

Salary: \$23,285 - \$43,004
AFSCME Scale: UA2 Grade 5-6

GENERAL STATEMENT OF WORK: Involves managing the student’s behavior to and from school to provide the driver freedom to operate the school bus safely, creating a positive and safe bus ride.

QUALIFICATIONS

- High School diploma
- Must be 18 years of age or older
- Five (5) years successful work preferred experience as a school bus attendant in the State of Maryland
- (Special requirements such as lifting heavy objects and frequent climbing.) Sufficient physical strength and stamina to assist handicapped students on and off the bus, bodily lifting students when required.
- Must be able to lift a minimum of 40 pounds.
- Must bend and reach in awkward positions at times to secure children and equipment
- Must submit to a criminal background check under COMAR regulations and the Director of Transportation

ESSENTIAL JOB FUNCTIONS

- Complete any additional training in other areas to assist special need students
- Maintain order among students aboard school bus and reports cases of misbehavior to school officials
- Works with student population with physical, sensory, emotional or learning disabilities
- Escorts students on and off the bus and aids them physically
- Is able to lift students for emergency bus evacuation
- Must be on the bus at the appropriate time to check equipment and leave on time
- Assigns students to seats and properly adjusts safety straps and other restraints
- Properly secures students in various types of equipment
- Assists a substitute bus operator with directions
- Maintains the cleanliness of the interior and proper working order of the equipment
- Treats all students and others with respect and compassion]
- Deals in an effective and tactful manner with emotionally impaired students. Assists the bus operator in performing bus evacuation drills
- Performs related work as required

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

Rev. 9/2020