

**BEAVERCREEK CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>SPECIAL NEEDS ASSISTANT - TRANSPORTATION</b>	<b>File 519</b>
<b>Reports to:</b>	Transportation Supervisor	
<b>Job Objectives:</b>	Supervises and assists students during bus trips.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma and Educational Aide Permit</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Documented evidence of a clear criminal record.</li><li>· Self-directed and able to learn required skills for the position.</li><li>· <b>Ability to physically manage students with disabilities.</b></li><li>· Congenial disposition and strong interpersonal skills.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Checks with assigned driver to learn about the needs of students being transported. Seeks advice from the transportation supervisor when expectations are unclear.</li><li>· Follows the directions of the assigned bus driver.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Promotes a favorable image of the school district.</li><li>· <b>Helps with bus loading and unloading procedures. Operates the wheelchair lift. Assists student with mobility needs. Ensures that students are comfortable and safely secured. Ensures that wheelchairs are properly secured before the bus starts.</b></li><li>· <b>Inspects bus harnesses and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.</b></li><li>· <b>Offers help when students ask for or their behavior suggests they need assistance.</b> Avoids being intrusive and exercises discretion.</li><li>· Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Takes precautions to ensure student safety. Does not leave students unsupervised.</li><li>· <b>Learns the proper procedure to evacuate the bus during an emergency.</b></li><li>· <b>Anticipates and is prepared to offer assistance when aware of passengers with medical or other health considerations.</b></li><li>· Promptly documents all personal injuries that require a medical referral.</li><li>· Monitors student behavior. Enforces safety regulations. Maintains high standards for student conduct. Upholds the student conduct code.</li><li>· Promotes the proper use of school property. Reports student discipline problems, vandalism, or other related concerns to the building principal and/or transportation supervisor.</li><li>· Reports evidence of suspected child abuse as required by law.</li><li>· Wears appropriate work attire and maintains a neat appearance.</li><li>· Participates in staff meetings and professional growth activities as directed.</li><li>· Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.</li><li>· <b>Performs other specific job-related duties as directed.</b></li></ul>	
<b>Abilities Required:</b>	<p>The following aptitudes and physical skills are essential for the successful performance of assigned duties.</p>	

- Demonstrates professionalism and maintains a positive work attitude.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Performs activities that may require lifting, reaching, crouching, and/or kneeling.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require exposure to cleaning solvents, air borne particulates, and odors.
- Duties require riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.