



JOB DESCRIPTION

TITLE:	BUS AIDE – SPECIAL EDUCATION
REPORTS TO:	DIRECTOR OF TRANSPORTATION
TERMS OF EMPLOYMENT:	175 – 179 DAYS/YEAR
SALARY RANGE: CLASSIFIED SALARY SCHEDULE 13-A 13-B (HIGHLY QUALIFIED)	\$13.53 - \$20.56 (HQ)- \$15.56 - \$23.20 EMPLOYER/EMPLOYEE PAID \$11.61 - \$17.65 (HQ)- \$13.35 - \$19.92 EMPLOYER PAID PERS
BENEFITS:	Nevada State Public Employees Retirement System (PERS) – 20+ HRS. PER WEEK Employer paid Medical, Dental, Vision and Life Insurance – 25+ HRS. PER WEEK No State Tax
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

Performs work involved in the care and safety of disabled students while students are being transported on a school bus.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Lift and/or assist student with limited abilities on to and off of the bus, secure wheelchairs and adaptive assistive devices, and attend to individual body requirements.
- ★ Assist students with limited abilities on and off the bus, assists students from door of home to bus, and accompanies students to classrooms when needed.
- ★ Maintain knowledge of standard procedures to cope with disabilities with tact, care and concern for each student.
- ★ Maintain records of transportation for each disabled student; reports changes and incidents to parents, guardians, and school officials.
- ★ Maintain confidentiality regarding student information.
- ★ Provide for the safety and welfare of disabled students while riding on a school bus.
- ★ Assist the bus driver in the scheduling and routing of disabled students by maintaining addresses, telephone numbers and other critical information relevant to the welfare of disabled students.

- ★ Transport and ensure the security of medications.
- ★ Maintain students until released to another responsible and authorized adult.
- ★ Extend, collapse, and manipulate wheelchairs, walkers, lifts and body braces; secure seats and wheelchairs to school bus fixtures.
- ★ Clean students and bus of bodily excretions promoting a healthful environment on the bus.

NON-ESSENTIAL FUNCTIONS

Performs other duties as assigned.

WORK CONTACTS

Frequent contacts with students, parents and district staff.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of first aid and CPR; of wheelchair lifts, securements, and adaptive assistive devices of characteristics of disabilities, and the care for students with various orthopedic disabilities; of proper lifting techniques; of school bus emergency communication system, power cutoff switches, emergency equipment, bodily fluid clean up and disposal kits; of record-keeping techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

ABILITY TO

- ★ Lift, push or pull 50 pounds minimum.
- ★ Operate wheelchair lifts, securements and adaptive assistive equipment.
- ★ Monitor student passengers' behavior and physical needs.
- ★ Perform first aid as needed.
- ★ Understand and carry out oral and written instructions.
- ★ Use tact, patience and courtesy with those contacted in the course of work.
- ★ Establish and maintain effective working relationships.
- ★ Work independently in the absence of a supervisor.
- ★ Maintain regular attendance.
- ★ Maintain good physical condition.

SUPERVISION RECEIVED

Work is performed in accordance with established procedures under the general supervision of the Transportation Supervisor, who will at least annually evaluate the Bus Attendant's performance.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work involves heavy lifting, pushing, pulling, bending, standing, and school bus environment; subject to driving in adverse weather conditions, fumes, noise and emergency student and traffic situations.

SAFETY SENSITIVE:

YES NO

ACCEPTABLE EXPERIENCE AND TRAINING

Some experience working with students with special needs and high school education; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform this work.

LICENSES/CERTIFICATES

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

Must be physically fit to perform duties including being able to lift, push, pull, carry a minimum of 50 pounds.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee’s supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____