

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Special Education Bus Para	Department: Specialized Services/Transportation
Reports to: Specialized Services Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-4	Bargaining/Work Unit: MSEA Para
Tier/Lane:	Position Last Updated: October 20, 2020

SECTION II: JOB SUMMARY

Assist School Bus Drivers in transporting students with special needs.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Assist special needs students on the bus</i>
Percent of Time:	85%	

Tasks involved in fulfilling above duty/responsibility:

- Assists driver with getting students on and off the bus safely, including wheelchairs
- Assists students to their seats, transfer if needed, and secure all students in either a 5-point harness, seat belt or wheelchair as stated on the students IEP Transportation Plan
- Sits with students to encourage a positive atmosphere, maintain emotional needs and to provide stability for students
- Assists driver with pre-trip and post-trip inspections as requested
- Assists students with bus evacuation procedures
- Assists driver in reporting discipline issues
- Develops close working relationship with student, parents and school staff.
- Understands and supports students and staff with varying cultural, ethnic, sexual orientation, religious and/or language backgrounds

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Assist with medical needs of the students</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Understands and communicates the student's medical issues that could arise while on the bus
- Administers prescribed medications if need be
- Helps document and report student behavior or any health issues while in transit

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Attend training as needed</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attends monthly safety meetings and special education meetings
- Keeps current with CPR, first aid, and OSHA requirements

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of special need students.
- Demonstrate written and verbal skills.
- Positive interpersonal communication and relationship building skills.
- Ability to establish good relationships with students, parents and school staff.
- Ability to effectively manage behavioral issues and reinforce student behavior plans.
- Knowledge of transportation safety regulations
- Must be able to communicate timely and effectively with District staff, contracted transportation staff and the public
- Positive attitude
- Ability to organize and prioritize work and time
- Regular attendance and personal dependability
- Flexibility
- Personal integrity and honesty
- Evidence of an understanding of the school culture and environment, and commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent.
- Ability to interact with all ages of children.
- Ability to work and interact with special needs students.
- First Aid and CPR training within the first month of employment required.
- Seizure training if needed.

SECTION VI: EXPERIENCE REQUIREMENTS

- One year experience working with special needs children preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	F		
Sitting	F	Up to 50 pounds	F		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	O
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	C
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	F	Noise Levels		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with keyboards/ printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	C	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	F
Distinguishing smell	F	Very loud noise (i.e. jack hammer, front row rock concert)	O	Sight	
Distinguishing temperature	O			Vision for close work/ability to adjust focus	C
Traveling by automobile	C			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	C
				Peripheral, depth perception	C

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.