

## **Gahanna-Jefferson School District Position Description**

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Position Title:	Bus Helper
Reports To:	Transportation Supervisor/Director of Special Education
FLSA Status:	Non-Exempt
Revision Date:	October 24, 2025

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**SUMMARY:** Assists the special education bus driver in supervising handicapped pupils by providing them emotional, physical and instructional support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Supervises and responds to riders' needs during bus ride; observes riders' behavior and environmental situation to detect conditions which threaten riders' safety.
- Assists in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interest and abilities.
- Serves as a source of information to substitute drivers.
- Performs routine clerical duties as assigned by the driver.
- Operates and rides hydraulic lift and secures riders' wheelchairs and other adaptive equipment.
- Follows riders' programming procedures when necessary.
- Participates in annual staff development program requirements.
- Communicates to parents and staff, concerns and problems; provides input regarding safe transportation of riders.
- Assists with riders during non-route times (e.g., field trips).
- Assumes responsibility for riders' individual possessions during route times.
- Performs cleaning and custodial duties as necessary.
- Other duties as assigned by supervisor.

### **SUPERVISORY RESPONSIBILITIES:**

- None.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- First aid/CPR certification.
- Registration in the Rapback system.

### **LANGUAGE SKILLS:**

- Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before people.

### **MATHEMATICAL SKILLS:**

- Basic mathematical skills (e.g., timesheets).

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

- Must be interested in children and education.
- Must possess the emotional maturity and stability required to work with special education children.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds such as students that are wheelchair bound, and students with adaptive equipment. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate/high.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*