Job Description

Job Title: Bus Assistant
Classification: Classified
Salary Schedule: XCA
Department: Transportation
Reports To: Transportation Supervisor and Assistant Supervisor
FLSA Status: Non-exempt
Date: June 2019
Approved by: Northwest Local School District Board of Education

Job Summary: Conveys to the assigned student(s) the daily communications and physical assistance necessary to function during transportation to and from school.

Job Qualifications:

1. High school diploma or GED
2. Ohio Educational Aide Permit
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties:

1. Assists the special needs children with personal health care needs while on the bus.
2. Assists the students with the equipment deemed necessary for daily functioning.
3. Alerts the bus driver to any problems or special information about the assigned student(s).
4. Assists in maintaining discipline on the bus.
5. Assists in enforcing regulations against smoking, eating, and other Northwest District policies for school bus passengers.
6. Observes all mandatory safety regulations for school buses.
7. Establishes and maintains cooperative relations with others.

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8. Attends all safety workshops as required by the district administration.
9. Checks mail box before each run on a daily basis.
10. Performs other duties assigned by the transportation supervisor or assistant supervisor.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others’ ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. 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 use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk; sit and stoop, kneel, and crouch. The employee is occasionally required to climb or balance. The employee is required to speak and hear. The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

Equipment Operated
Doors, lifts, tie downs, and harnesses for special needs buses
Equipment necessary to accommodate students functioning.

Terms of Employment: Varies based on student calendar.
Title: Bus Assistant

Employee: __________________________________________
(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

________________________________________________________
(Superintendent or designee) (Date)

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 am able to perform the key functions of the position.

________________________________________________________
(Signature) (Date)