



Jefferson Davis Parish Schools

Job Description Revised 2024

BUS ATTENDANT JOB DESCRIPTION

POSITION: School Bus Attendant

REPORTS TO: School Bus Driver and Supervisor of Transportation

TERMS OF EMPLOYMENT: 180 day employment

SALARY RANGE: Salary in accordance with the approved Jefferson Davis Parish Salary Schedule.

QUALIFICATIONS: All state requirements; must demonstrate aptitude and competence for assigned responsibilities.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Non-Instructional/Support Services Staff.

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the parish curricular and extra-curricular program.

PERFORMANCE RESPONSIBILITIES:

1. To assist the bus driver in maintaining safety, comfort and good student conduct on the bus.
2. To assist young or disabled students in getting on and off the bus.
3. To collect and turn over to the school secretary those personal items left on the bus and to be certain no children remain on the bus at the conclusion of a route.
4. To assist with the loading and unloading of the bus at schools.
5. To assist the driver in negotiating through particularly hazardous areas such as turning areas.
6. To strive to maintain good public relations between passengers, school personnel, parents, and the community.
7. Assist driver in providing written records of violations of the student code to the transportation supervisor.
8. To be punctual and reliable in the performance of his/her duties and to maintain a good attendance record.
9. To work cooperatively and in harmony with administrators and co-workers.
10. Ride bus to individual student stops before and after school each school day.
11. Provide direct/indirect supervision of special education students transported by school bus.
12. Assist bus operator and staff with safe loading and unloading of students.
13. Assist students on and off the bus, securing harness and/or seat belts.
14. Maintain safe environment.
15. Supervise student activity and behavior.
16. Communicate with teacher(s), principal(s), parents, and Transportation Department.
17. Maintain close communication with the bus driver and special education teachers.
18. Develop a cooperative working relationship with other school personnel serving students transported on the school bus.
19. Collaborate with bus operator in students' seating assignments.

20. To exhibit a working knowledge of the Jefferson Davis Parish Policies and Procedures handbook.
21. To maintain valid CPR certificates.
22. To be physically capable to lift/carry at least 50 pounds without assistance and 100 pounds with assistance.
23. To perform any other duties as may properly come within the scope of said position or maybe assigned by the bus driver, the supervisor of Transportation or the Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Jefferson Davis Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the bus attendant will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The Jefferson Davis Parish School Board reserves the right to revise the job description at any time.

If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Printed Name of Evaluatee

Printed Name of Evaluator

Signature of Evaluatee

Signature of Evaluator

Date Signed by Evaluatee

Date Signed by Evaluator