



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Bus Aide

JOB SUMMARY:

To assist in providing safe and efficient transportation so that students with disabilities may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

QUALIFICATIONS:

1. Successful experience working with or around children.
2. Ability to lift 40 lbs. (Assisting students when appropriate)
3. Preferred candidates will have the willingness to become eligible to drive a school bus.
4. Ability to read and follow basic operating instructions and write reports
5. Demonstrated aptitude for successful completion of the tasks assigned
6. Self Motivated
7. Ability to lead and and inspire a team to reach their full potential
8. Growth mindset
9. Adept at building capacity and empowering self-efficacy in others
10. A model of integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO:

Bus Driver and Director of Transportation

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Maintain confidentiality.
2. Work cooperatively with supervisor(s), co-workers, students, parents, building staff, and district staff.
3. Refer all parent concerns to supervisor.
4. Alert the Supervisor to special needs of individual students.
5. Provide escort and assistance to children as necessary.
6. Encourage age appropriate social interaction among students.
7. Support students who are participating in community environments, job training experiences, and other activities as directed by the teacher/provider.
8. Be familiar with building procedures when performing duties with a work ethic that is committed to safety.
9. Report any unsafe working conditions to supervisor.

Initial & Date _____

10. Observes all mandatory safety regulations for school buses.
11. Assist with maintaining discipline when students are on bus.
12. Reports undisciplined students to the bus driver. and supervisor
13. Follows and enforces adopted Board and State Education policies, procedures, and regulations.

ESSENTIAL FUNCTIONS:

1. Effective communication capabilities to discern verbal conversation ;
2. Comprehend the meaning of words and respond effectively;
3. Visual acuity to comprehend written work and ability to observe and manage student activities; Personal mobility, agility, strength, and reflexes which permits the employee to stand or sit for periods of time, physically assist a student in an emergency, to lift or move objects or students that weigh up to 40 pounds and to work in a bus environment;
4. Job tasks require occasional climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping with frequent twisting.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____