

CHARDON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS ASSISTANT**

File 701

Reports to: Assigned administrator/supervisor

Job Objective: Monitors/assists students to ensure safe, efficient and courteous transportation services.
NOTE: Safety is the top priority even if delays disrupt the regular schedule.

Minimum Qualifications:

- Valid state department of education license/permit as determined at the time of appointment.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

Physical Demands: Duties may require providing physical assistance to students (i.e., lifting up to fifty pounds, evacuation help, etc.).

NOTE: Blood borne pathogen/communicable disease, child abuse/neglect, CPR and/or first aid/injury prevention training may be required as a condition of employment.

Essential Functions:

- 1. Monitors and assists students under the guidance of the bus/van driver.**
 - Assists with passenger loading and unloading. Ensures passengers are seated before the vehicle moves. *NOTE:* The driver and bus assistant work as a team on wheelchair lift vehicles to secure seat belts, wheelchairs and other mobility equipment.
 - Communicates rules to students (i.e., expectations and consequences).
 - Keeps the bus driver and school personnel informed about behavior concerns.
 - Works with staff to identify student assistance strategies most likely to be effective.
 - Attends to student concerns discreetly when assistance is requested.
 - Provides help as needed when aware of passengers with medical/health considerations.
 - Learns proper procedures to assist students during emergency bus evacuations.
 - Learns how to operate fire/safety equipment.
 - Helps the driver clean up spills or other conditions that may contribute to an accident.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- 2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Contributes to an effective working environment. Performs all aspects of the job.
 - Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
 - Keeps an acceptable attendance record and is punctual.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Respects privacy. Maintains the confidentiality of privileged information.
 - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
- 3. Maintains open/effective communications.**
 - Provides prompt notification of personal delays or absences.
 - Refers policy interpretation questions to an appropriate administrator.
 - Seeks clarification when directives are unclear.
 - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to use task-appropriate technology effectively.
- 5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**
 - Implements effective pupil management procedures. Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
 - Manages student behavior using positive behavioral support techniques.
- 6. Performs other specific job-related duties as directed.**
 - Helps implement workplace initiatives that advance organizational goals.

Performance Evaluation:	Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures.
Working Conditions:	<p>The Chardon Local School District offers equal employment opportunity without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex and any other legally protected category.</p> <p>Safety is essential to job performance. Employees must comply with district protocols, health laws, and federal/state workplace safety regulations.</p> <p>This summary document describes typical job functions and <u>is not</u> an exhaustive list of all possible work responsibilities. Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.</p>