



SPED Assistant (Transportation)

Rev. May 2024

Job No.: B201

Reports to: Transportation Team Lead

Dept./Campus: Transportation

FLSA Status: Non-exempt

Pay Grade: Transportation 2

Term: 180 Days

PRIMARY PURPOSE:

To assist the bus operator in safe and efficient transportation with a focus on students riding special transportation to and from school and extra-curricular events while maintaining safety and enforcing and complying with District, State and Federal regulations.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide personal care services (SHARS) to students in accordance with their IEP.
- Monitor the boarding and departure of students on the bus.
- Ensures that safety belts, child restraint systems, and adaptive seating devices and wheelchairs are properly position and securely fastened during student transport.
- Ensure all students exit the bus at their correct bus stop and school.
- Monitor students during the ride to ensure bus rules and regulations are followed.
- Assist driver and students in operation of lifts for wheelchairs and assist students with disabilities.
- Maintain good student conduct on the bus.
- Provide personal care services that may be delegated by a nurse with training provided
- Engage in positive behavioral support and de-escalation strategies to support students who may have increased behaviors.
- Participate in training regarding behavior de-escalation as requested
- Secure special equipment that may accompany the student.
- Ensure the safety and care of students entering, exiting, and riding the bus.
- Check all bus seats after each run to ensure all students got off and none remain on the bus.
- Must be alert to any conditions in the loading and unloading area which present a danger to students.
- Provide extra attention to students with special needs, including responding to disruptive behavior outside of the student's ability to control.
- Communicate in an appropriate fashion with students, parents, and employees.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Previous experience assisting special needs individuals preferred.
- Satisfactory performance in local District safety training course.
- Must be 21 years of age.

Knowledge/Skills/Abilities:

- Ability to follow verbal instructions; communicate effectively; operate safety and adaptive equipment; work well with children with special needs; and perform with professionalism in intense or stressful situations.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- May be required to physically assist students into bus.
- May be required to adapt to specific disabilities of students with special needs.
- Able to move or lift injured students (up to 180 pounds) to evacuate bus.
- Ability to carry or drag a 125-pound person 30 feet in 30 seconds in the case of an emergency.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Work near or with moving mechanical equipment.
- Will be exposed to intermittent sounds of a loud nature.
- Maintain composure and professionalism at all times.