

Lewis-Palmer School District Position Description

Position Title: **Bus Paraprofessional**

Department: Transportation

Reports To: Assistant Supervisor, Transportation

Days: Scheduled Working Days

Non-Exempt

SUMMARY: To assist in providing safe transportation of special needs students to and from designated locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:

- Assist students on and off the bus and into car seats or seat belts. Assist Driver in operation of lift for wheelchairs.
- Maintain good student conduct and be attentive to the needs of each student on the bus.
- Secure special equipment that may accompany the student.
- Be alert to any conditions in the loading and unloading area, which present a danger to students.
- Communicate professionally with students, parents and district employees.

SUPERVISORY RESPONSIBILITIES: Supervises students while transporting them.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). Additional classes applying to Special Education are highly desirable.

LANGUAGE SKILLS: Ability to read, understand, write, and speak the English language at the High School level. Ability to keep daily student log.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to physically manage students and equipment. Be able to observe unusually student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties and comply with all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 required to sit for long periods of time and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently will reach above the head and forward. The employee frequently uses hand strength to grasp equipment. The employee must occasionally lift and/or move up to 50 pounds and push or pull students in wheel chairs. Specific vision abilities required by this job include close vision and depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally works in temperatures above 100 degrees and frequently below 32 degrees and occasionally will walk on slippery surfaces during the winter months.. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud, requiring you to raise your voice to be heard.

Updated October 2000