

## **JOB DESCRIPTION**

### **JOB TITLE/ASSIGNMENT**

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| <b><u>JOB TITLE:</u></b>    | Transportation Aide                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>REPORTS TO:</u></b>   | Director of Transportation                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>REQUIREMENTS:</u></b> | High School Diploma or equivalent required<br>Exceptional attendance, punctuality and personnel record<br>Flexibility needed<br>Position also requires a degree of confidentiality<br>Must be able to work effectively with bus drivers, parents, administration, teaching staff, and students<br>Supportive of District 95 Strategic Plan and Core Values<br>Supportive of District 95 policies and practices |
| <b><u>WORK YEAR:</u></b>    | 10 month, Part Time                                                                                                                                                                                                                                                                                                                                                                                            |

### **RESPONSIBILITIES/DUTIES**

#### **ESSENTIAL JOB FUNCTIONS:**

1. Duties include, but are not limited to the assisting the bus driver with safe transportation of students from designated stops to and from school as outlined in the CUSD 95 Driver's Handbook.
2. Able to follow Behavior Intervention Plan (BIP) Plan – which may include monitoring for seizures and following medical plans as per prescribed, including delivering medication to students.
3. Communicates observations including behavioral/medical concerns to CUSD 95.
4. Reporting to work on time, as it is essential to maintain the route schedule.
5. Have the agility to evacuate a school bus in case of an emergency including possibly physically removing disabled students.
6. When applicable, assist with loading/unloading and securing of assistive devices and safety restraints.
7. Assist driver with student management.
8. Performs other duties as may be assigned by Director of Transportation.

### **PHYSICAL REQUIREMENTS**

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

## TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

## ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_