

**BOE approved 2/14/12**

**BAY VILLAGE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

Title: TRANSPORTATION AIDE / SPECIAL EDUCATION File 502D

Reports to: Transportation Supervisor and Special Education Director.

Job Objectives: Ensures safety of students while in transport. Provides intervention as needed.

**Minimum**

- Qualifications:
- Meets all legally mandated health requirements.
  - Provides documented evidence of a clear criminal record as required by law.
  - Ability to physically manage and control aggressive students with disabilities.
  - Ability to provide approved crisis intervention and restraint when necessary.
  - Ability to physically lift and or move students as needed. For example, assisting students exit the back of the bus during an emergency.

**Specialized Job Functions**

- 1.) Attends to assigned student(s) for health and behavioral reasons.
- 2.) Provides intervention and or restraint as needed to ensure student safety.
- 3.) Ability to de-escalate distressed students.
- 4.) Assists students with entry to the bus and exit from the bus.
- 5.) Ability to operate the wheel chair lift.
- 6.) Ability to properly secure wheelchairs, seatbelts, and other restraint systems.
- 7.) Provides assistance to the bus driver as requested in regard to student management.
- 8.) Assists students with meeting IEP goals regarding transportation and interaction with others.
- 9.) Understands the disability of students in order to provide age appropriate intervention.
- 10.) Establish positive relations with assigned students.
- 11.) Documents student behavior as directed.
- 12.) Performs first aide as needed.
- 13.) Administers medication as needed. Example: Epipen or seizure medication.
- 14.) Follows assigned schedule to provide services to assigned student(s) and driver.
- 15.) Attends in-service and training activities as assigned and applies skills learned to the job.

**Essential Job  
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

1. Follows board policies/administrative procedures and supports the district mission statement.
2. Supports the district and building student codes of conduct.
3. Works with small groups and/or individual students as directed.
4. Helps student with mobility and assistive devices as needed.

5. Helps students with life skills and personal hygiene as needed. Examples include putting on coats and toileting related tasks.
6. Maintains/submits records, correspondence, and reports in a timely manner.
7. Reports evidence of suspected child abuse as required by law.
8. Maintains the confidentiality of privileged information.
9. Fosters a safe and secure environment.
10. Promotes a program environment conducive to the achievement of academic/behavioral objectives.
11. Communicates and consults with administrators, staff, and students.
12. Performs other job-related duties as required.

**Working  
Conditions:**

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Duties involve physical contact with disruptive and/or unruly students. For example, it is possible that you may be bitten, kicked, and or physically struck by a distressed student.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties require operating and/or riding in a vehicle.
- Duties may require telephone contact and paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties requires physical strength to assist, intervene, and sometimes restrain students from elementary to high school age.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to others.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

The board of education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.