

## SCHOOL TRANSPORTATION ASSISTANT

Classification: Transportation

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for school transportation assistant positions with similar duties, responsibilities, classification, and compensation. School transportation assistants assigned to the position may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

The incumbent provides services within the student transportation services area with specific responsibilities for assisting students during transportation to and from school and/or special activities under the direct supervision of the transportation administrator.

### **Part II: Supervision and Controls over the Work:**

School transportation assistants work under the day-to-day direction of a transportation administrator in a school route setting.

School transportation assistants are responsible for being familiar with the school/district policies and procedures which govern their work.

**Part III: Major Duties and Responsibilities:** The following duties are intended to cover all or most transportation settings. The specific duties that apply to any given position will vary.

1. Works collaboratively by assisting the driver in teaching expectations, monitoring student interactions, and enforcing safe behaviors.

2. Oversees student safety on the bus and takes steps to intervene when students are not in control or may be in dangerous or unsafe situations.
3. When communicating with students, parents, community members, and other staff members, the transportation assistant exercises discretion and assures protection of student confidentiality consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
4. Participates in training that addresses health needs related to anticipated emergencies; may need to respond to emergency medical issues per training.
5. Participates in training that addresses student behavior needs and appropriate strategies for response; may need to respond to inappropriate or unsafe behaviors per training.
6. Attends meetings, inservice training, workshops, etc., for the purpose of gathering information required to perform job functions.
7. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma.
- Able to be certified or to become certified in first aid, CPR, and/or operation of defibrillators.
- Able to be trained in behavior intervention methodologies
- Possess strong interpersonal skills and ability to work effectively and collaboratively as a team member.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to assist, console, and manage students who may be emotional, distraught, or frustrated.
- Able to remain calm, focused, and in control when working with students, parents, guardians, and community members who may be upset.

- Able to follow written and verbal directions and take the initiative to seek clarity and take action when needed.
- Able to organize and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.

**Part V: Desired Qualifications:**

- Two years of experience that demonstrates the ability to work successfully with children.
- Bilingual and bicultural skills.
- Familiarity, or willingness and ability to be trained in areas of Down syndrome, Autism, multiple disabilities, mental health disorders, ADHD, etc.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment 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.

- The employee must lift and/or move 50 pounds, and may-intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be exposed to aggressive student behaviors
- The employee may be exposed to bodily fluids and waste while performing duties.