

NYE COUNTY SCHOOL DISTRICT - Human Resources Department

Bus Aide—Non-Special Education Aide Monitor

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 180 days, hours per day determined by route and specific assignment requirements

JOB GOAL: To assist with student behavior on general education buses to ensure all students are transported safely to and from their schools and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor, which does not conflict with the Master Agreement between NCSD and NCSSO.

1. Assists general education bus driver in monitoring and maintaining proper student behavior on the bus.
2. Monitors and provides medical assistance and assists with communicating emergencies on the bus when required.
3. Assists with needed paperwork and reports.
4. Assists with arranging, organizing and cleaning special equipment on the bus.
5. Maintains student records, as necessary.
6. Monitors student action with their safety foremost in mind.
7. Observes progress and problem areas of students for referral to the driver, parent, and/or Transportation.
8. Maintains safety and discipline by supervising and/or assisting in the supervision of students on the bus and in loading and on field trips.
9. May operate a van/light vehicle in the course of daily duties, possibly in the transport of students if required.
10. Maintains the confidence and cooperation of students, dealing tactfully with students, parents and school personnel.
11. Establishes and maintains effective working relationships with those contacted in the course of work.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to communicate effectively, both orally and in writing, with parents, supervisors, and students.
2. Ability to display tact and courtesy with adults and students of all ages in stressful situations.
3. Ability to relate to adults and students of all ages.
4. Knowledge of educational, behavioral and emotional principles and techniques.
5. Knowledge of correct English usage and grammar.
6. Familiar with and understands applicable sections of the Nevada School Bus Driver Training Manual
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Current CPR/AED/First Aid Certification
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/medium-exert force to 50 lbs. rarely; 10-25 lbs. frequently; up to 10 lbs. constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical office, classroom, shop, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Varies from climate-controlled office setting to work outdoors or on bus in temperatures ranging from mild/moderate to extreme. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Working Conditions: Safety equipment and supplies necessary to carry out the functions of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:


Superintendent

5-22-23
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____