

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## ATTENDANT, SCHOOL BUS

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School graduate, general education diploma (GED) or equivalent if education from a country outside of the United States.
- (2) Be able to assist in lifting children.
- (3) Must be at least 18 years of age.
- (4) Complete ESE training, specific to the route, prior to permanent assignment to the route.
- (5) Satisfy physical requirements and pass a physical exam that demonstrates good physical and mental health and able body.
- (6) Maintain a safe driving record during employment.
- (7) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work well with children. Ability to communicate effectively, both verbally and in writing, with students of all levels, ages and exceptionality. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

#### REPORTS TO:

Fleet Operations Manager

#### JOB GOAL

To assist the school bus operator of the Exceptional Education students in the care and safety of handicapped students while on the bus. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

NA

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist in the loading and unloading of students at the bus stop and at school.
- \* (2) Ensure student seat belts are properly secured.
- \* (3) Put safety vest on students as required.
- \* (4) Assist the bus operator in the maintenance of good order on the bus.
- \* (5) Operate the wheelchair lift and secure the wheelchair when required.
- \* (6) Carry non-ambulatory students when required.

## ATTENDANT, SCHOOL BUS (Continued)

- \* (7) Assist the school bus operator in emergency evacuations including practice evacuation drills.
- \* (8) Wear the prescribed school district issued uniform.
- \* (9) Display employee I.D. card.
- \* (10) Perform other duties as assigned by immediate supervisor.

### Expectations of All Employees

- \* (11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (12) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \* (13) Ensure adherence to good safety standards.
- \* (14) Maintain confidentiality regarding school/workplace matters.
- \* (15) Model and maintain high ethical standards.
- \* (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (18) Demonstrate initiative in the performance of assigned responsibilities.
- \* (19) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

### Inter/Intra-Agency Communication and Delivery

- \* (20) Exercise service orientation when working with others.
- \* (21) Use effective, positive interpersonal communication skills.
- \* (22) Respond to inquiries and concerns in a timely manner.
- \* (23) Serve on school/district committees as required or appropriate.

### Professional Growth and Improvement

- \* (24) Engage in a continuing improvement of professional skills and knowledge.
- \* (25) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- \* (26) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- \* (27) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

### Systemic Functions

- \* (28) Exhibit interpersonal skills to work as an effective team member.
- \* (29) Keep supervisor informed of potential problems or unusual events.
- \* (30) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (31) Demonstrate support for the school district and its goals and priorities.
- \* (32) Prepare all required reports and maintain all appropriate records.
- \* (33) Participate in cross-training activities as required.
- \* (34) Represent the District in a positive and professional manner.
- \* (35) Develop annual goals and objectives consistent with and in support of District goals and priorities.

### Leadership and Strategic Orientation

- \* (36) Set high standards and expectations for self and others.
- \* (37) Exhibit interpersonal skills to work as an effective team member.

**ATTENDANT, SCHOOL BUS (Continued)**

- \*(38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

A typical day's activities include sitting, standing, walking, bending, stooping, pushing, pulling, lifting, stretching, twisting and reaching; normal finger dexterity, visual acuity (with or without corrective glasses), hearing, talking, and firm grasping are also required to carry out essential functions.

Job Description Supplement #6

**TERMS OF EMPLOYMENT:**

Approved unit compensation plan.

10 month position.

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

**POSITION CODE:**

78032 - Bus Attendant

PAY TYPE: Varies 14 and 15

PAY GRADE: Salary Schedule #4

**FLSA STATUS:**

Non-Exempt

**BOARD APPROVED:**

June 2016