Thompson School District
Classified Job Description

Job Title: Paraprofessional – School Bus
Revised Date: June 21, 2016
Work Year: 178 days
Department: Transportation
Reports To: Transportation Supervisor/Scheduler – Special Education
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:
The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschools.org to learn more.

SUMMARY
Responsible for care and control of students when loading, unloading and during transporting process on school bus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- Monitor the boarding and departure of students on the bus. Ensures that safety belts, child restraint systems, and adaptive seating devices and wheelchairs are properly positioned and securely fastened during student transport.
- Monitor students during the ride to ensure bus rules and regulations are followed. Teach railroad crossing regulations and assist driver with explaining and practicing bus evacuation procedure.
- Implement disciplinary actions when needed to ensure a safe ride. Assist driver in preparing written bus safety reports for purpose of keeping parents, schools and Transportation Department informed of disciplinary problems.
- Perform basic first aid when required. Monitor and respond to physical, mental and emotional needs of all students being transported. May be required to perform nursing delegation.
- Perform other duties as assigned.

JOB QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:
- Basic math, writing and communication skills.
- Basic knowledge of District rules.
- Ability to reason with students.
- Operating knowledge of two-way radio, wheelchair lift and fire extinguisher preferred at hire.
SUPERVISION/TECHNICAL RESPONSIBILITY Responsibilities include addressing concerns, resolving problems and managing student discipline issues. Directly responsible for student supervision in accordance with the district policies, department guidelines and applicable laws.

EDUCATION AND TRAINING: High school diploma or equivalent preferred, or equivalent combination of education and experience.

EXPERIENCE: 0 – 2 years experience in working with children and disabled individuals. 

CERTIFICATES, LICENSES, & REGISTRATIONS: First aid and CPR certificate must be acquired within 3 months of hire.

SAFETY TO SELF AND OTHERS:
- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you’re unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy workplace and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee frequently is required to reach forward and upward with both arms and grasp with both hands. The employee is occasionally required to stand, walk, perform small movements of the hand like pinching or writing, and to feel items with the hands or fingers. The employee is also required to balance, bend forward, kneel, crouch, or crawl on an occasional basis. Pushing with up to 35 pounds of horizontal force may be required when pushing students in wheelchairs over the tracks inside the school bus. Pushing with up to 55 pounds of horizontal force is required to open the escape hatch on the roof when preparing to evacuate from the bus when it is on its side. The employee may be required to lift and lower up to 30 pounds on a frequent basis when assisting students in being secured in their seats. In the event of an emergency evacuation of a school bus, the employee may be required to lift or move more than 100 pounds, as s/he is assisting students in evacuating the school bus. Specific vision abilities required by this job include close vision, distance, vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY: Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify,
solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.