



TOPPENISH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bus Paraprofessional

TITLE OF IMMEDIATE SUPERVISOR: Transportation Supervisor

WORK DAYS: As Assigned

HOURS PER DAY: As assigned

PURPOSE STATEMENT:

The job of the Bus Monitor is done for the purpose/s of assisting special education, preschool and/ or kindergarten students during transport to and from school and/or special activities, and monitoring their behavior during transport.

ESSENTIAL FUNCITONS:

- Assesses potential emergency situations on the bus and within loading and unloading zones for the purpose for taking appropriate action to protect the well-being of passengers.
- Assists student for the purpose of proving for special needs during transport, safe lading and unloading from buses including both emergency situations and normal transport.
- Instructs students for the purpose of enforcing rules/regulations and maintain safety.
- Monitors students for the purpose preventing distraction to the driver or injury to themselves or other students/passengers.
- Prepares documentation (discipline, inappropriate social behavior, etc.) for the purpose of providing written support and/or conveying information.
- Reports observations and/or incidents (discipline, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Secures students and/or equipment with restraints, tie downs (wheelchairs, seat belts, car seats, etc.) for the purpose of ensuring the safety and well-being of students.

MARGINAL FUNCTIONS:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices, preparing and maintaining accurate records;

and operating equipment used in transporting special needs, preschool, and/or kindergarten students.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly' and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities, collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and work as part of a team.

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

WORK ENVIROMENT:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

EXPERIENCE: Job related experience is desired.

EDUCATION (Minimum): High School Diploma or equivalent