

Instructional Assistant/Bus Driver

Wayne County Public Schools

Job Description

TITLE: Instructional Assistant/Bus Driver

QUALIFICATIONS:

1. Hold at least an Associate's Degree, or
2. Have 48 hours of transferable college coursework, or
3. Have completed the Pathways to Teacher Assistant I (48 hours) and the Teacher Assistant Training II (48 hours) for 96 contact hours, and
4. Serve as a Bus Driver/Sub Bus Driver for a school bus as required by the principal. Shall have all qualifications prescribed by the State Board of Education and must maintain appropriate bus driver certification at all times.

REPORTS TO: Principal

JOB GOAL: To assist the teacher by monitoring and assisting students, in the classroom and/or at lunch and during other activities to ensure the provision of quality instruction in a safe environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Follow all rules, policies and procedures, along with state and federal regulations pertaining to school issues.
- Work with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Monitor work assigned by the teacher.
- Praise and reinforce achievement of students.
- Make copies of materials as needed.
- Serve as proctor during testing.
- Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
- Strive to maintain and improve professional competence. Participate in development and support of the broad school vision.
- Monitor student behavior and help maintain discipline in the classroom; record time out and in-class suspensions; assist with crisis prevention; assist with de-escalation techniques with students as needed.
- Constantly monitor the safety and well-being of students; monitor student attitudes and encourage self-esteem.
- Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips; monitor students during lunch, recess, specials, hygiene routines and snack time. Alert the teacher to any problem or special information about an individual student.
- Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; grade student papers; check daily attendance; make copies; develop classroom displays and instructional material; maintain and operate audiovisual equipment; maintain class files.
- Assist with such large group activities as drill work, reading aloud, and storytelling.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
- Serve as the chief source of information and help to any substitute teacher assigned in absence of the regular teacher.
- Perform related duties and responsibilities as requested by the teacher and/or principal.

Terms of Employment:

- Ten month employment/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 56 (\$26,078.00 - \$33616.40)

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to maintain confidentiality of student information.
- Ability to follow detailed written and oral instructions.
- Working knowledge of effective methods of dealing with children.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing.
- General knowledge of activities performed by the lead teacher.
- General knowledge of daily routines of the classroom.
- General knowledge of student handbook rules.
- General knowledge of procedures to follow in the event of an emergency.
- Working knowledge of effective methods of dealing with children.
- Ability to impart information to the child's level of comprehension.
- Ability to record and store data accurately.

Physical Requirements:

- Must be physically able to operate a variety of equipment including computers, copiers, etc.
- Must be physically able to operate a motor vehicle.
- Must be able to lift, carry, push, and pull or otherwise move objects including the human body. Able to exert up to 20 pounds of force occasionally.
- Light Work usually requires walking or standing to a significant degree.

DISCLAIMER:

- The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Policy Code: 7400 Job Descriptions

Job descriptions must be developed for all positions. A job description must identify the essential functions of the position and should stress expected working relationships with other employees and whatever duties are directly or indirectly related to student performance.

Job descriptions for teacher assistants, cafeteria workers and custodial staff members hired after January 1, 2025 will include a requirement that a license to drive a bus be obtained and maintained and that the employee drive a bus as needed and requested by the principal. This requirement does not apply to individuals exempted from getting a bus license by the Department of Motor Vehicles due to disabilities.

Job descriptions will be used as a criterion in screening applicants and evaluating employees. Job descriptions also will be used in organizational planning, budgeting and personnel administration.

Job descriptions will be on file and available to employees and applicants in the Human Resources office.

Legal References: [G.S. 115C-47\(18\)](#), [-307](#)

Adopted: August 30, 1999; Revised: November 2, 2009; December 6, 2021

Wayne County Schools

Policy Code: 7401 Duty to Drive a School Bus and Exemption

To ensure that the school system maintains a sufficient number of qualified school bus drivers and substitute school bus drivers to efficiently and effectively operate the school transportation system, all instructional assistants, school nutrition program workers, and custodians first hired or re-employed following a break in continuous service after January 1, 2025 (as set forth in Policy 7400), must obtain or already hold a North Carolina Commercial Driver's License (CDL) with P&S Endorsements (School Bus Certification) and be willing to drive a school bus within 180 days of their start date. Bus driving duty shall be considered an essential function for each of these positions.

A. Current Employees

Employees subject to this policy shall sign a bus driver agreement and obtain or maintain a CDL with P&S Endorsements (School Bus Certification) as a condition of their new or continued employment with Wayne County Schools. Nothing in this policy is intended to establish or create a right to drive a school bus. Instructional assistants, school nutrition program workers, and custodians, employed prior to January 1, 2025 and continuously re-employed with no break in service since that date, and prior to the effective date of this policy, are exempt from this policy and are not required to obtain or maintain a valid CDL with P&S Endorsements (School Bus Certification) and sign the bus driver agreement.

All instructional assistants, school nutrition program workers, and custodians currently employed by Wayne County Schools and who are subject to this policy and do not have a bus driver agreement on file with the Human Resources Department must, within 30 days of the effective date of this policy, execute a bus driver agreement. Additionally, within 180 days of the effective date of this policy, all employees subject to this policy must:

1. Obtain a North Carolina Department of Transportation Medical Card or a North Carolina Division of Motor Vehicles Medical Waiver from a licensed health care provider allowing the employee to drive a school bus in NC; and
2. Make a good faith effort to register for and attend the first available bus certification class offered.

Continued employment is contingent upon the employee completing all requirements and obtaining a CDL with P&S Endorsement (School Bus Certification) within 180 days of the effective date of this policy.

B. New Employees

Prior to their first date of employment with Wayne County Schools, all individuals hired as instructional assistants (Excluding Exceptional Children Teacher Assistants), school nutrition workers, or custodians, whether a new hire or a re-hire for an annual position, shall:

1. Sign a bus driver agreement;
2. Obtain a CDL Permit with P&S Endorsements (School Bus Certification) and schedule a driving test according to their individual permit status in coordination with the Division of Motor Vehicles (DMV).
3. Obtain a North Carolina Department of Transportation Medical Card or a North Carolina Division of Motor Vehicles Medical Waiver form a licensed health care provider allowing the employee to drive a school bus in NC.

Beginning January 1, 2025 the exclusion to drive a bus for non-EC Teacher Assistants will be at the Superintendent's discretion.

Employment as an instructional assistant, school nutrition worker, or custodian is contingent upon the employee completing all requirements and obtaining the appropriate license and certification within 180 days of their first date of employment.

C. Assignment as a School Bus Driver

All employees subject to this policy must be available and willing to drive a regular bus route as needed and as directed by their school principal.

Any instructional assistant, school nutrition program worker, or custodian subject to this policy who is not currently assigned a regular bus route will be expected to drive a school bus when a substitute school bus driver is needed. Failure to drive a school bus may result in loss of employment.

Additionally, all employees subject to this policy who are not assigned a regular bus route or serving as a substitute school bus driver may be required to serve as a bus monitor.

D. Exemptions

Employees subject to this policy may qualify for an exemption from this policy. Employees who are exempt from this policy may be required to serve as a school bus monitor or perform other duties upon school administration's request.

1. Generally

Employees who do not meet the medical certification requirements for and are not approved for a Medical Waiver to obtain a CDL with P&S Endorsements (School Bus Certification) from the Division of Motor Vehicles must promptly provide a copy of the Department of Transportation medical examination report completed by a licensed health care provider to the Human Resources

Department and will be exempt from the duty to drive a school bus for the duration of the disabling medical condition.

2. Temporary Local Medical Exemption

A Temporary Local Medical Exemption for employees with a current CDL with P&S Endorsements (School Bus Certification) will be handled at the lowest level possible. These exemptions will be for short durations based on an employee's request supported by a note from a licensed health care provider for a specific amount of time. These exemptions are not permanent and will typically be granted for six (6) months or less.

Temporary Local Medical Exemptions are only available to employees who already hold a valid CDL with P&S Endorsements (School Bus Certification). For example, an employee who is prescribed medication which requires that they not drive while on the medication can be temporarily exempted by the school level Bus Supervisor or Director of Transportation.

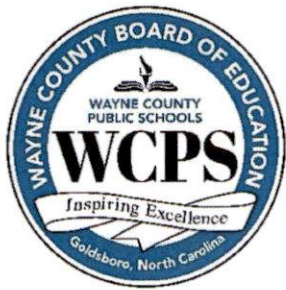
3. Local Long-Term Medical Exemption

If an employee does not receive a Medical Waiver from the Division of Motor Vehicles and is therefore ineligible to obtain a CDL with P&S Endorsements (School Bus Certification), the employee may submit a written request for a Local Long-Term Medical Exemption to the Human Resources Department.

Legal References: G.S. 115C-36, -47, -245, -276

Adopted:

Wayne County Schools



School Bus Driver Agreement

I, _____, understand that as a condition of new or continued employment as a teacher assistant, cafeteria worker, or custodian first hired or re-employed after January 1, 2025, or a bus monitor hired, on, or after, [DATE], I am required to hold or obtain and to maintain a valid North Carolina Commercial Driver's License ("CDL") with P & S Endorsements (with school bus driver certification) to operate a school bus on a regular or substitute basis, as needed.

Subject to the medical exemption provided in Policy 7401, Duty to Drive a School Bus and Exemption, I acknowledge that the duties set forth in Policy 7401 are considered essential function of this position and my inability or unwillingness to drive a school bus may result in loss of employment with Wayne County Schools.

Employee's Signature

Date