Special Education Transportation Aide

Classification: Service Personnel (WV Code §18A-4-8)

FLSA Status: Non-Exempt

Reports To: Transportation Director

General Summary: Service personnel aides provide support to instructional and/or operational programs under the direct supervision of professional personnel. Duties performed must remain consistent with the classification level as defined in West Virginia Code and may not include responsibilities reserved for certified professional educators.

Aide I • Personnel selected and trained for a teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide.

Aide II • Personnel referred to in the Aide I classification who have completed a training program approved by the West Virginia Board of Education (WVBE) or who hold a high school diploma, or who have received a general education development certificate. Only personnel classified in at least an Aide II class title shall be employed as an aide in any special education program.

Aide III • Personnel referred to in the Aide I classification who holds a high school diploma or general education development certificate, and who have completed six semester hours of college credit at an institution of higher education (IHE) or are employed as an aide in a special education program and have one year's experience as an aide in special education.

Aide IV • Personnel referred to in the Aide I classification who holds a high school diploma or a general education certificate, and who has completed 18 hours of WVBE-approved college/university credit at a regularly accredited IHE or has successfully completed an in-service training program determined by the WVBE to be equivalent of three hours of college/university credit.

Aide V • Personnel who does not possess the minimum requirements for the Aide V permanent authorization but is enrolled in and pursuing requirements as prescribed by the WVBE. No service person shall be entitled to receive the paygrade associated with the classification unless they have applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification. The determination as to whether a position will be posted during this classification is solely at the discretion of the county.

• Personnel who referred to in the "Aide I" classification who holds a high school diploma or general education development certificate and who has completed the requirements and experience to be prescribed by the WVBE. No service person shall be entitled to receive the paygrade associated with this classification unless they have applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the

classification. The determination as to whether a position will be posted requiring this classification is solely at the discretion of the county.

Aide VI • Personnel who does not possess minimum requirements for the Aide VI permanent authorization but is enrolled in and pursuing requirements as prescribed by the WVBE. No service person shall be entitled to receive the paygrade associated with the classification unless they have applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification. The determinations as to whether a position will be posted during this classification is solely at the discretion of the county.

• Personnel who works with student(s) who have identified behavior difficulties, holds at least an Aide III classification and has completed the requirements and experience to be prescribed by the WVBE. No service person shall be entitled to receive the paygrade associated with the classification unless they have applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification. The determination as to whether a position will be posted during this classification is solely at the discretion of the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide students with individual attention.
- Assist with escorting students to and from the bus.
- Assist identified students in transit to and from the school and residence.
- Remain aware and alert of medication administered to students.
- Assist in lifting, feeding, toileting, and changing clothes of special needs students.
- Secure students in car seats, seat belts, harnesses, etc., while students are being transported.
- Secure the wheelchair safely for transport.
- Practice good safety habits and know basic first aid.
- Possess strong oral and written communication skills
- Maintain familiarity with personnel policies and procedures.
- Maintain a high level of ethical behavior and confidentiality of student information.
- Maintain a neat and orderly environment that is safe for students.
- Read to students and participate in other forms of oral communication with students.
- Assist with emergency management and evacuation procedures.
- Attend first aid classes as required to maintain certification.

• Implement established rules, instructions, preventive discipline, and other environmental stimuli to bring about significant changes to student functioning.

- Complete paperwork related to specialized transportation.

• Physical requirements:

o Must be able to lift and carry up to 50 pounds and push/pull 50 pounds at a time.

o Must be able to vertically lift 100 pounds for Special Education and Transportation portions.

o May frequently be required to stoop, reach, stand, walk, lift, push, grasp, talk, hear, see, and use repetitive motions.

• Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Other duties as assigned

MINIMUM QUALIFICATIONS Required for ALL Aide Classifications

• High school diploma or GED (WV Code §18A-2-5)

• Ability to meet the definition of the classification (WV Code §18A-4-8)

• Successful completion of required service personnel competency testing (§18A-4- 8e) and training required for the position.

• Current First Aid/ CPR Certification

• Demonstrated ability to perform assigned duties

• Ability to work effectively with students and staff

SUPERVISION

• Reports to Transportation Director

EVALUATION

Performance will be evaluated in accordance with WVBE Policy 5314 and county procedures.