

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bus Attendant

DEFINITION:

Under the general direction of the Director of Special Education and the Director of Transportation, the Bus Attendant provides support within the student transportation services area with specific responsibilities for assisting special education student during transport to and from school and/or special activities.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Provides direct/indirect supervision of special education students transported by school bus, including intervening in disputes or arguments, restraining destructive or disruptive behavior and providing basic first-aid as necessary
- Maintains close communication with the bus driver and special education teachers
- Performs related clerical tasks
- Collaborates with bus driver in students seating assignment
- Assists bus driver and staff with safe loading and unloading of students
- Secures special needs equipment in a safe manner to limit motion during transport, including wheel chair trays, walkers oxygen tanks and any adaptive/assistive devices
- Performs other job-related duties as assigned

REQUIRED 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 individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Methods and attitudes required in working with children who have specialized needs
- Transportation Conduct Code, Rules and Guidelines
- Routine record keeping
- Safe work practices and proper lifting techniques

ABILITY TO:

- Facilitate individual student development
- Develop a cooperative working relationship with other school personnel serving students transported on the school bus

- Assist special needs students in developing peer relationships
- Successfully perform the physical requirements of the position
- Understand the needs of physically, emotionally and educationally challenged students
- Maintain the confidentiality of school related information
- Understand and carry out oral and written instructions
- Relate positively to students, staff, and the public
- Learn and follow the practice, rules, and regulations of the District
- Lift up to fifty pounds on a regular basis and occasionally lift in excess of fifty pounds

EXPERIENCE:

- One year successful classroom experience s an instructional aide desirable but not required
- Experience with individuals with special needs desirable but not required

EDUCATION:

- High School diploma or equivalent
- Red Cross recognized first aid certificate or successful completion of a first aid course within three (3) months after employment
- Possess or obtain CPR certificate

DESIRABLE QUALIFICATIONS:

- Training and/or experience in working with special needs students
- Ability to communicate in Spanish

PHYSICAL DEMANDS:

Standing: Frequently Walking :Frequently Sitting: Frequently

Body Movement (Frequency)

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting: **3** Bending: **3** Pushing and/or Pulling: **3**

Reaching Overhead: **2** Kneeling or Squatting: **2**

Lifting Requirements:

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

0-10 lbs.: **3** 11-25 lbs.: **2** 26-50 lbs.: **3**
 51-75 lbs.: **2** w/ assistance 76-100lbs.: **1** w/ assistance

Revised 7/27/16

Approved: 3/6/18