

TITLE: Aide - Transportation

DEPARTMENT: Finance & Operations
Transportation

REPORTS TO: Director of Transportation or designee

POSITION SUMMARY: Under the direction of the Director of Transportation, the Aide assists in supervising students on the assigned bus route(s). They will form a team with the bus driver in order to provide adequate and appropriate support for students who need behavior intervention. When needed they will document whatever discipline records may be appropriate to maintain for the student.

ESSENTIAL FUNCTIONS:

- Monitors individual and/or groups of students for the purpose of providing a safe and positive bus ride home.
- Assists students, individually and/or in small groups, to ride the bus on the assigned route, assigned daily, in a safe and appropriate manner.
- Follows and implements any behavior or restraint plan.
- Uses appropriate positive behavior social emotional responses, such as redirection when dealing with student behavior challenges and discipline.
- Reports promptly to a the Director any serious accident or illness affecting students under supervision.
- Cares for any specialized equipment used with the students on the bus.
- Reports promptly to the bus driver and the Director any bus equipment that needs maintenance or repair.
- Demonstrates positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Performs record keeping and clerical functions for the purpose of supporting staff in providing necessary records/materials and for retention compliance.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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: maintain confidentiality of students and school information, possess positive human relationship skills, demonstrate promptness and reliability; preparing and maintaining accurate records.

KNOWLEDGE of disabilities is helpful but not essential to this job. Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation and age appropriate activities.

ABILITY is required to maintain a schedule needed to ride the bus route, to establish rapport with students, parents, drivers and other personnel. Willingness to work with students with emotional, behavioral and learning disabilities. Willingness to be trained in verbal and de-escalation/physical restraint techniques. Must be able to carry out behavior plans/aversive intervention as directed. Flexibility is required to work with others in a variety of circumstances and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem-solving is required to identify issues and create action plans. Specific Ability based competencies required to satisfactorily perform the functions of

the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

Responsibilities:

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to impact the organization’s services.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment and in a clean atmosphere. The bus environment is a closed in environment and applicant must be able to work in confined spaces.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired, particularly working with school age students.

REQUIRED TESTING: None specified

CERTIFICATES AND LICENSES: Possess current CPR/First Aid/AED card or be willing to obtain one within thirty (30) days of employment. Possess current Right Response certification or be willing to obtain certification upon hire in training provided by the District. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Staff will attend periodic training for safe handling of bodily fluids, administering oral medication, de-escalation/restraint techniques and other specialized training as students’ unique needs make these services necessary. Right Response Training is required to obtain and/or maintain certification.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Service Employees International Union, Local 925 (SEIU)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date