

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: School Bus Attendant/Special Education

DESCRIPTION OF BASIC RESPONSIBILITIES

To maintain order and attend to the needs and safety of students being transported to and from school.

SUPERVISOR: Transportation Supervisor

TYPICAL DUTIES:

1. Assist with loading and unloading special education students on/off the bus.
2. Physically maneuvers wheelchair students.
3. Assists with operating the wheelchair ramp.
4. May assist with positioning students in their seats, fastening harnesses and belts, and securing students to wheelchairs.
5. Cleanup students when illness occurs.
6. Informs parents and teachers of behavior or illness, and relays messages between home and school.
7. Attends meetings, workshops and seminars pertaining to job.
8. Perform specialized physical health care procedures, including but not limited to suctioning, elimination care, and the safe handling of students who are known carriers of chronic infectious diseases.
9. Assists in enforcing rules, regulations and maintaining safety on the bus.
10. Perform other related duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles of child development;
- General behavior of school age children with special needs;
- Proper loading and unloading of students;
- Specialized health care needs;
- Basic record-keeping techniques;
- Proper care of equipment.

Ability to:

- Understand and address students with special needs;
- Operate standard office equipment;
- Provide for special health needs of students
- Assist in lifting children on and off vehicles;
- Remain calm in stressful situations;
- Follow oral and written instruction with a minimum of direction;
- Maintain basic records;

- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in both oral and written form;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent;
- Complete hepatitis vaccine series;
- TB test clearance;
- Drug test clearance;
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone and office equipment;
- Sufficient strength to lift, move, push/pull, and carry heavy objects, and also to stoop/crouch and reach/handle.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.