

BUS AIDE - GR-4

BASIC FUNCTION

To assist in transporting children in special education programs to and from school for the Essex Junction and Union #46 School Districts.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Assist in loading and unloading of children in wheelchairs, using lifts. Assist other children getting in and out of the van.
- Secure seatbelts for smaller children; supervise fastening of seatbelts by older children.
- See that the children have their belongings together and with them when they get off the bus at school.
- Maintain order on the bus, keeping the children quiet and calm. Deal with various behavior problems that occur, following established standards and procedures. Visit with children, and try to maintain an amiable atmosphere.
- Clean up after children who are sick or have toileting problems on the bus, and disinfect bus as needed.
- Report any relevant problems to senior staff members, and follow-up as needed.
- Other duties as assigned.

SUPERVISION RECEIVED

Supervised and evaluated by the Director of Pupil Personnel Services.

QUALIFICATIONS

Basic education (high school or equivalent), plus one to two years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good communication skills and the ability to speak clearly to and deal courteously and efficiently with students, staff and supervisors.
- Demonstrated abilities and personal qualities needed to work effectively with children and adolescents with special needs, and a desire to work with this population.
- First aid and CPR training, and additional relevant health service training or experience desirable.
- Physical ability to do required lifting and to perform first aid, CPR and other medical procedures if necessary.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.