POSITION DESCRIPTION

TITLE: Special Education Paraeducator, Bus Duty
LOCATION: 
REPORTS TO: Transportation Supervisor
DEPARTMENT: Elementary

SUMMARY STATEMENT:
Under the supervision of the Transportation Supervisor, the bus assistant for the Special Education
students is responsible for riding on the bus and assisting the bus driver whenever necessary on the
regular home-to-school run and during emergencies and/or evacuations. The bus assistant is also
responsible for completing necessary paperwork.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and parents.
2. Assist the bus driver in loading and unloading wheelchair-bound students on and off the bus on the
regulär home-to-school run and during emergencies and/or evacuations.
3. Assist the bus driver in establishing and maintaining a positive climate for students during transport.
4. Act quickly and be aware of surroundings so as to ensure the safety of the students being
transported.
5. Complete daily individual student behavior management forms and turn in to supervisor.
6. Implement and monitor student behavioral management plans in accordance with the student’s
individualized educational program (IEP).
7. Attend conferences with administrators, parents, and students when necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Sitting (33-66%)
- Standing (33-66%)
- Walking (33-66%)
- Bending (Up to 33%)
- Stooping (Up to 33%)
- At risk for exposure to Bloodborne Pathogens and other potentially infectious materials.
- Lifting Up to 75 lbs. with assistance (66-100%)
- Acceptable Attendance

MENTAL DEMANDS REQUIRED:
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Reading (66-100%)
- Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a
disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Telephone, typewriter, copy machines, paper, pens/pencils, clipboard, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Demonstrated ability to communicate effectively with students, staff, and parents.
2. Demonstrated ability to work with and supervise students.
3. Previous experience working with behaviorally disabled students preferred.
4. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
5. Must be able to demonstrate competency in detailing information necessary to complete paperwork.
6. Must possess physical strength and ability to assist bus driver in loading and unloading wheelchair-bound students on and off the bus and to deal with potentially aggressive behavior of students.
7. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**Variable Days Per Year (Includes Holidays)**
**Variable Hrs. Per Day**

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**Revised Date:** 05/04/2016  
**Classification:** Paraeducators  
**Class:** Class II  
**Display on Web?** Yes  

Special Education Paraeducator, Bus Duty