

Transportation Paraprofessional

Reports to: Transportation Supervisor

Supervises: None

Terms of Employment: Work days school in session

Evaluations: Yearly

Job Summary: Under the supervision of the Transportation Supervisor and the Bus Driver, the Transportation paraprofessional assists in the care and supervision of Special Education program students riding buses to and from school.

Essential Duties and Responsibilities

1. Ensure the safety of the students by buckling students in their seats and securing wheelchairs before the bus starts; keep students seated and under control during transportation; assist students with crossing of streets; assist students when loading and unloading at home and at school.
2. Maintains and demonstrates knowledge and skill in the bus safety equipment, emergency procedures, bus route and pick-up points, and wheelchair lifting and locking equipment.
3. Handles emergency physical problems during the loading, transporting and unloading of students.
4. Coordinate with the driver and transportation and school administrators regarding unusual, suspicious behaviors of events with students.
5. Cooperate fully with school administrators and staff in special request concerning student behaviors and physical management.
6. Accounts for students' personal belongings.
7. Constantly checks and observes on the welfare and safety of students riding the bus.
8. Assumes other responsible job-related duties as assigned by supervisors.

Qualification Requirements: 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 enable individuals with disabilities to perform the essential functions.

Physical ability: Walking, sitting or standing for extended periods of time. Bending at the waist. Kneeling or crouching to assist students. Restrain students who become physically aggressive. Hearing and speaking to exchange information. Seeing to read assignments and to monitor student activities. Pushing, pulling, lifting and carrying supplies and equipment. Reaching overhead and above shoulders. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Able to pass physical exam and drug screen.

Work Environment: Potential exposure to communicable diseases and contact with blood and other bodily fluids. Potential exposure to injury from aggressive behavior. A portion of the work day may be outdoors in all types of weather.

Education and/or experience: High School graduate

Required Licenses and/or Certificates: Must be a licensed, certified school bus driver

The above duties and responsibilities are intended to be representative of the nature of the work by this position. The listing is not all-inclusive.