



## David Douglas School District #40

### Classified - Job Description

#### **BUS VIDEO ASSISTANT**

Schedule: 9 months per year  
Class: 7

#### **POSITION PURPOSE**

To provide video assistance and organizational services for the Bus Garage.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Early mornings and afternoons
- Repeated bending (up & down)
- Opening and closing bus doors
- Climbing up and down bus steps
- Lift and carry tapes and video supplies (up to 25lbs)
- Loading and unloading video tapes
- Exposure to inclement weather conditions
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- Ability to problem solve DVR's, VCR's, cameras, etc. (check and set dates and times, video not recording etc.)
- Must be willing to work between your regular bus routes or when office asks
- Must hold a valid first aid card
- Valid driver's license required - must drive to schools to deliver tapes
- Must have good attendance
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Be physically fit. Ability to move freely around the office and bus, making frequent trips from bus to video office. Ability to fit in to tight spaces, as well as frequent standing, walking, and bending. Exposure to noise and activity of a school bus garage.

#### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.