



David Douglas School District #40

Classified - Job Description

BUS ASSISTANT - BEHAVIORAL SPECIAL EDUCATION

Schedule: 4 hours per day / 9 months per year

Class: 9

POSITION PURPOSE

Responsible for the care, safety and support of students to and from school on assigned route. Responsible for safe and appropriate operation of adaptive equipment assigned to the school bus and/or to any assigned bus.

NATURE AND SCOPE OF RESPONSIBILITIES

Insure safety of all students on assigned bus. Provide necessary assistance to students as they board and depart the school bus. Provide support and instruction to help students understand and comply with the school bus safety rules. Monitor students throughout the bus route. Operate all adaptive equipment assigned to the bus and students assigned to the bus. Maintain all associated paperwork. Communicate with department and school personnel about student behavior and conditions while on the bus. Help the driver keep assigned bus clean. Properly operate all assigned communications equipment. Complete and submit all required reports and documentation. Follow all established procedures in the boarding, transporting and departing of students.

QUALIFICATIONS

- High School diploma or equivalent
- Prior experience in working with students desired
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Flexibility and patience in supervising students with a variety of skill levels
- An understanding of and empathy for students with special needs and familiarity with techniques for instruction and assistance
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff
- Able to monitor, observe and control all students
- Perform other duties, as assigned

ESSENTIAL PHYSICAL REQUIREMENTS

Mental Demands: Maintain emotional control, mental alertness.

Physical Demands / Environmental Demands: Sitting, stooping, bending, reaching, grabbing, pulling and squeezing, repetitive hand/arm movements, pulling, squeezing, grasping and occasional lifting up to 50 pounds. Able to move and lift children off bus, e.g. when injured, sick or disabled.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

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.