



David Douglas School District #40 Classified - Job Description

BUS ASSISTANT

Schedule: 1 hour per day / 9 months per year / About 176 days per year
Class: 8, starts at \$14.40
Starting Date:

POSITION PURPOSE

Responsible for the care and safety 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

- Ability to follow the directions of the driver.
- 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.
- Ability to keep students from endangering themselves or others physically or verbally.
- Ability to help medically fragile students.
- Ability to assist in helping students who may require assistance with car seats and comply with state required child safety.
- Ability to adjust to being rotated from bus to bus if the situation warrants.
- Communicate with department and school personnel about student behavior and conditions while on 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.
- Perform other duties, as assigned.

QUALIFICATIONS

- High School diploma or equivalent.
- Prior experience in working with students.
- 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 related to students and staff.
- Punctual and reliable attendance.
- Able to monitor, observe and manage all students.

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 regularly lifting 50 pounds. Ability in moving and lifting children off bus, e.g. when injured, sick or disabled.

WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

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

Multi-Cultural preferred. Bi-Lingual candidate preferred.

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.