



# Sacaton School District #18

## JOB DESCRIPTION

**JOB TITLE: Bus Assistant**

Position Type: **Classified**

Salary Schedule: **Classified**

Term of Employment: **9 months**

Approved by: **Sacaton Governing Board**

Department: **Transportation**

Reports to: **Director of Transportation**

Location: **Transportation Department**

Hours: **6:00 am-12:00 noon; 2:45-4:45 pm**

Lunch: **12:00 noon to 2:45 pm**

### **POSITION SUMMARY**

Under the guidance of the school bus driver, assist in monitoring and maintaining appropriate student behavior in order to ensure that special needs students are transported safely and securely between residences and schools and/or between schools and approved field trips.

*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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**JOB GOAL:** To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIRED:**

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- High school diploma or GED or an equivalent combination of education and experience.
- Work experience in settings with children one on one or in small groups. Experience with special needs students preferred.

### **REQUIREMENTS:**

- Adheres to the District vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates a high regard for confidential and sensitive information.

### **ESSENTIAL FUNCTIONS:**

- Become certified in CPR and First Aid (training is available).
- Assess potential emergency situations on or around the school bus.
- Lift and/or move students using wheelchair lift, tie downs and student restraints.
- Responsible for the enforcement of all Arizona restraint laws, accident procedures and bus evacuation plans.
- Participate in training to assist with students who are medically fragile and have special medical needs (e.g., secure students with appropriate restraints, tie downs, wheelchairs, seat belts, etc.).
- Communicate effectively (verbal and written) with students, parents, teachers and district personnel at all levels.
- Assist students as needed (e.g., tying shoes, mittens, hats, coats, etc.) for the purpose of providing for their needs during transport, safe loading and unloading from buses, including both emergency situations and normal transport.

- Instruct students for the purpose of enforcing rules/regulations and maintaining safety.
- Report and/or prepare documentation regarding observations and/or incidents (e.g., incident reports, inspections, student count, passenger misconduct, etc.) to the proper personnel (Director of Transportation or Dispatcher).
- Meet time schedules.
- Work varying route assignments and duties as requested.
- Pass the bus aide agility test.
- Assist bus drivers in school bus post-trip checks and relief drivers with routines and route destinations.
- Assist bus drivers with directions, cleaning of bus, and ensuring the proper supplies are on the bus.
- Flexibility with scheduled work load: morning, mid-day, and afternoon bus routes every weekday.
- Perform other related duties, as assigned, to ensure the efficient and effective functioning of the work unit.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Provide outstanding customer service.
- Work effectively under time constraints.
- Comply with District's attendance standards as described in established guidelines.
- Detailed-oriented and self-motivated.
- Excellent communication skills.
- Excellent memory and ability to function well under stress.
- Demonstrate a high regard for confidential and sensitive information.
- Demonstrate flexibility, common sense, and good judgment.
- Ability to keep abreast of information pertinent to the job.
- Read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Write routine reports and correspondence.
- Ability to pull, push, reach, bend and walk.
- Solve practical problems and deal with a variety of concrete variables in standardized situations.
- Effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Meet any additional specific job requirements as indicated by the department.
- Assist other personnel as may be required to support them in the completion of their work activities.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*