

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: BUS AIDE

EMPLOYEE CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Knowledge of and ability to deal with student with various handicapped exceptionality
- Must be physically able to assist in lifting wheelchairs and students
- Effective communication skills
- Current Red Cross First-Aid certification or equivalent and CPR certification or a willingness to obtain these certifications

OVERVIEW OF JOB DESCRIPTION:

- To assist students to ensure their safety while riding a school bus.
- To physically observe medically fragile students.
- Split shift flexibility.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains a good rapport with employees, students, and community.
3. Works with driver in securing wheelchairs, student restraints, and other safety equipment on the bus.
4. Maintains discipline when students are on the bus.
5. Assists in loading and unloading of the wheelchair bus.
6. Has general knowledge of first aid and CPR procedures.
7. Provides specified medical support for students on board the bus.
8. Has knowledge of emergency evacuation procedures.
9. Performs other job related duties as assigned.

REPORTS TO: Transportation Supervisor

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.