



# DEER VALLEY

*Unified School District*

## JOB DESCRIPTION

Job Title: **School Bus Assistant**

Position Type: <b>Classified</b>	Department: <b>Transportation</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Transportation Administrator</b>
Salary Range: <b>8</b>	
Term of Employment: <b>9 months</b>	Date: <b>December 2, 2014</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Assists with the supervision of students while on the bus to assure that students arrive safely and comfortably at their daily destinations.

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

### **ESSENTIAL FUNCTIONS:**

- Interacts positively with children, staff and community members.
- Possesses knowledge of emergency procedures to handle various special education students.
- Possesses general knowledge of first aid procedures.
- Assists students in loading and unloading of the bus.
- Works with the driver in the application of necessary restraints for physically handicapped students.
- Buckles students in seat belts.
- Maintains discipline when students are on the bus.
- Reports undisciplined students to the proper authority and fills out required forms.

### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

### **SUPERVISORY RESPONSIBILITIES:**

- None

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

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Demonstrates the ability and knowledge to deal with students with various handicaps and special needs.
- Possesses patience with children.

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

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

### **EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED); or
- Up to one month related experience or training; or
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to talk or hear.
- Frequently required to sit.
- Occasionally required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must climb and descend the bus steps 3 times in 30 seconds.
- Must repeatedly open and close the bus service door 3 times.
- Must be able to walk to the rear of the bus, starting in the front seat behind the driver's seat, open the rear exit door, sit down, and slide out within 20 seconds.
- Must be able to lower a 30 pound object from the floor level emergency exit to the ground, and then lift the object from the ground to the floor level emergency exit.
- Must drag a 125 pound object 30 feet in 30 seconds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually loud.
- The employee frequently works in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles and vibration.

**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.*

*This is a temporary management guide tool, subject to change.*