

Auburn-Washburn USD #437 Job Description

Title: Bus Para

Qualifications:

- High school graduate or equivalent.
- Possess interest in working with special education students.
- Possess ability to handle discipline problems consistently and fairly.
- Maintains high level of confidentiality regarding student and staff information and issues.

Reports To: Transportation Supervisor

Summary: To assist the bus driver with students on the bus.

Essential Functions:

- Ability to ride the assigned bus morning and afternoon.
- Ability to attend all in-service meetings as required.
- Ability to maintain order and discipline on the bus.
- Ability to assist students on and off the bus when necessary.
- Ability to deal with emergency health situations when called upon by the driver.
- Ability to observe and follow all school district policies at all times.
- Ability to respond to information requested in a cooperative, courteous and timely manner.
- Ability to adjust to all special education student's needs.
- Ability to follow directions from the bus driver.
- Be familiar with routes to be able to help a substitute driver.
- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Perform other duties as assigned.
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, kneeling, bending, turning, reaching, climbing and balancing.
- Extensive travel required.
- Must work indoors and outdoors year round.
- Must work in noisy crowded environments, with numerous interruptions.

- Medium work: Must move objects or the human body by exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly. The work requires sitting, standing, bending, kneeling, and/or stooping. Frequent changes in position may be required.
- Visual acuity involving color, depth perception, and field of vision at a level required for a driver's license.
- Minimum standard of accuracy and neatness of work is based on criteria required for teachers.
- The Bus Para may have an occasional occupational exposure to blood or other potentially infectious material, as well as exposure to common communicable diseases of children.
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions: one or more of the following conditions might affect the respiratory system or skin: fumes, odors, dusts, mists, gases or poor ventilation.

Term of Employment: Nine (9) months

Salary: Salary information is available from the Executive Director of Human Resources.

Evaluation: Performance of this job will be evaluated annually by the Transportation Supervisor.

Board Approved: July 25, 2011