SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUS AIDE / BUS ATTENDANT

SALARY SCHEDULE: SSP3

COST CENTER: TRANSPORTATION DEPARTMENT (9030) QUALIFICATIONS:
(1) High School Diploma or equivalent preferred.
(2) Basic understanding of children.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and understanding of children with disabilities. Ability to communicate effectively. Ability to follow directions and to work as a team member with drivers.

REPORTS TO:
Supervisor of Transportation

JOB GOAL
To assist the driver with the safe loading and unloading of students with disabilities.

SUPERVISORS:
NIA

PERFORMANCE RESPONSIBILITIES:
* (1) Greet each student every morning and afternoon pleasantly.
* (2) Operate the bus lift for those students in wheelchairs.
* (3) Secure each wheelchair when loading and release each wheelchair when leaving.
* (4) Buckle in each student occupying a regular seat.
* (5) Assist the driver to ensure a safe and healthy ride to and from school.
* (6) Assist the child with personal needs as they arise.
* (7) Comfort each student as the need arises.
* (8) Demonstrate initiative in the performance of assigned responsibilities.
* (9) Provide for a safe and secure workplace.
*(10) Model and maintain high ethical standards.
*(13) Maintain positive relationships with staff, students and parents.
*(14) Participate in workshops and training sessions as required.
*(15) Communicate effectively with staff, students and parents.
*(16) Keep supervisor informed of potential problems or unusual events.
*(17) Respond to inquiries and concerns in a timely manner.
"(18) Prepare all required reports and maintain all appropriate records.
*(19) Follow all School Board policies, rules and regulations.
*(20) Exhibit interpersonal skills to work as an effective team member.
*(21) Demonstrate support for the School District and its goals and priorities.
*(22) Sustained focus and attention to detail for extended periods of time.
(23) Perform other incidental tasks consistent with the goals and objectives of this position.
BUS AIDE/ BUS ATTENDANT (Continued)

PHYSICAL REQUIREMENTS:
Medium Work: 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 as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

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

Job Description Supplement No. 08

*Essential Performance Responsibilities