

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BUS AIDE / BUS ATTENDANT

**SALARY SCHEDULE: SSP6**

**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

**SUPERVISES:**

N/A

#### JOB GOAL

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

**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.
- \* (11) Follow attendance, punctuality and proper dress rules.
- \* (12) Maintain confidentiality regarding school matters.
- \* (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

**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 \*