



Mobile County PUBLIC SCHOOLS

Job Description Title – SPECIAL EDUCATION BUS AIDE

SUPERVISED BY/REPORTS TO: Bus Route Supervisor and/or his/her designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must be in good physical condition, clean in attire, and appearance.
- Must be insurable as determined by MCPSS personnel into private and business driving records within any three-year time frame.
- **Must possess or be able to obtain Alabama State Bus Certificate and Commercial Driver's License (CDL) within 6 months of hire.**
- Must be punctual and regular in attendance.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to understand and follow oral and written instructions.
- Must have an Alabama Driver's License and a dependable mode of transportation.

PREFERRED:

- **High school graduates from regionally accredited schools or those who have GED equivalent.**

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- A. The employee must be able to assist Special Education students on and off buses. Must assist other adults on the bus with student physical needs and maintaining discipline. May be required to assist students on field trips.
- B. The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities and essential duties.
- C. Assists with movement of students with special needs as required (positioning, lifting, transferring and physical intervention).
- D. The employee must occasionally lift and/or move and push or pull students in wheelchairs.
- E. Facilitates students' use of mobility equipment such as leg braces, walkers, mobile standers.

- F. The employee must be able to stoop and bend. In rare emergencies the employee may have to assist with aspects of student toileting, which may include diapering, changing tables and mats, and other specific hygiene needs.
- G. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Boards the bus at the same location as the bus driver unless authorized by the Transportation Supervisor.
2. Loads and unloads students at the bus stop and at school. (This includes operating the chair lift and fastening and unfastening chair/wheelchair restraints.)
3. Monitors and controls the students while in transit and assists them when necessary.
4. Escorts children across the street at stops, when necessary
5. **Understand and demonstrate patience with the unique needs of special education students** (ex., students using a device to communicate, physical and verbal aggression)
6. Assists the driver in making transportation safe and humane.
7. Drives the bus in case of an emergency if a valid Bus Driver's License (BDL) and Commercial Driver's License (CDL) have been obtained.
8. Works with the staff of the school in which the student is enrolled when problems occur with an individual student.
9. May on occasion escort students into the building/classroom in the morning and from the building/classroom in the afternoon, never leaving students unsupervised.
10. Provides support in monitoring, intervening, and redirecting student behaviors. Acts to prevent and deescalate student behavior.
11. Ability and willingness to work in a highly demanding, stressful environment.
12. Respects confidentiality of all students records, meetings, and school/workplace matters.
13. Attends all required training meetings and workshops.
14. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
15. Reports absences and takes leave in accordance with Board policies and procedures.
16. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
17. Works well with all supervisors and other members of the team.
18. Performs other job-related duties as deemed necessary by the principal, bus driver, and route supervisor.

LANGUAGE SKILLS:

Ability to read and interpret documents including safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to physically manage students and equipment.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ May be exposed to humidity, wind, rain, and pollen when boarding, riding, and exiting the bus.
- ✓ May be exposed to bloodborne pathogens.
- ✓ The employee may be exposed to noise levels that are loud enough on the bus, bus ramp or car line area that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Bus Route Supervisor or their designee.

TERMS OF EMPLOYMENT

9-months (182 days) 6 hours per day. Daily work schedule will be determined by the Bus Route Supervisor, the Office of the Executive Director of Special Services, and/or the Principal or his/her designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.