

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BUS ATTENDANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Must be able to communicate with children.
- (3) CPR training preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of children, especially ESE students. Knowledge of and ability to use crisis intervention techniques. Ability to follow directions and to work as a team. Knowledgeable of CPR and basic first-aid.

REPORTS TO:

Supervisor of Transportation

<p>JOB GOAL</p>

<p>To provide for the care and safety of students while being transported to and from school.</p>

SUPERVISES:

N/A

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

BUS ATTENDANT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist with the safe loading and unloading of students.
- * (2) Enforce safety rules for students.
- * (3) Monitor student behavior.
- * (4) Escort students to class or office if needed.
- * (5) Assist driver with keeping bus clean at all times.
- * (6) Attend assigned inservice meetings.
- * (7) Follow all policies pertaining to governing transportation.
- * (8) Be familiar, if assigned to ESE students, with each ESE student's exceptionality.
- * (9) Be aware, if assigned to ESE students, of each student's physical needs.
- * (10) Assist, if assigned to ESE students, with door-to-door loading and unloading, if needed.

Employee Qualities / Responsibilities

- * (11) Work independently or as a team member.
- * (12) Maintain a good relationship with bus drivers, students, parents and school personnel.
- * (13) Report to work punctually and regularly.
- * (14) Display an appropriate work ethic.
- * (15) Follow all transportation department policies.

System Support

- * (16) Communicate well with bus drivers and Director of Transportation.
- * (17) Represent the School Board in a positive manner.
- (18) Perform other duties as assigned.

*Essential Performance Responsibilities