

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY
VACANCY ANNOUNCEMENT**

TITLE: Special Needs Bus Aide

PRIMARY PURPOSE:

Under supervision of the Scheduling Supervisors and/or Operations Manager, provide direct and indirect supervision to students while they are transported between assigned stops and schools according to specified routes and time schedules.

DESIRABLE QUALIFICATIONS:

1. The ability to communicate with diverse groups.
2. The ability to maintain confidentiality regarding students and staff.
3. The ability to work as part of a team.
4. The ability to read and understand written procedures.
5. The ability to express oneself clearly in both spoken and written form.
6. A knowledge of basic math.
7. A knowledge of basic behavior management skills.
8. The ability to understand and follow established safety practices and procedures.
9. The ability to solve practical problems.
10. Hold a Red Cross First Aid/CPR certificate.
11. Hold a valid California driver's license.

REQUIRED TRAINING

1. AVSTA Special Needs Training.
2. First aid training.
3. NCI (Non-Violent Crisis Intervention) Training (at first availability after employment)

SPECIAL WORKING CONDITIONS:

1. Maintain emotional control under stress.
2. Occasional prolonged and irregular hours may be required.
3. Facility to sit in a school bus, a desk, conference table or in meeting rooms of various configurations for varying amounts of time.
4. Facility to see, read, and distinguish colors with or without vision aides.
5. Facility to speak in audible tones so that others may understand clearly in normal conversations.
6. Physical ability to lift and carry from 40-60 pounds, as well as bend, stoop, walk, reach overhead, and stand as many as six hours per day.
7. Physical ability to push/pull, squat, twist and turn.

REPORTS TO: Operations Manager/Scheduling Supervisor
SUPERVISES: None

TERMS OF EMPLOYMENT: 10 Month

WAGE/HOUR STATUS: H - 4

MAJOR DUTIES AND RESPONSIBILITIES:

1. Monitors students until released to teacher, instructional assistant, parent, etc., for the purpose of ensuring the safe transportation of all passengers.
2. Possesses sufficient knowledge of individual student needs, their behavior plans, medical concerns, and transportation plans for the purpose of ensuring students' needs are met and students are maintained in a safe environment.
3. Monitors and redirects behaviors as needed to maintain a safe bus environment.
4. Assists students and other passengers for purpose of providing a safe and comfortable trip and safe loading and unloading from buses during normal transport and emergency situations.
5. Applies proper physical restraints when necessary for the purpose of protecting students and staff.
6. Administers first aid for the purpose of providing emergency care in compliance with established guidelines.
7. Instructs students for the purpose of enforcing rules/regulations and maintaining student safety and well-being.
8. Assists with conducting emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
9. Attends transportation meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
10. Reports observations and/or incidents, i.e. discipline, accidents, inappropriate social behavior, etc.), for the purpose of communicating information to appropriate personnel.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION: Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"