

LIBERTY UNION HIGH SCHOOL DISTRICT
BUS AIDE

DEFINITION

Under supervision of the Director of Transportation, or Director of Special Services, performs necessary personal services required to help the bus driver for the physical well being of the special needs students; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position will perform the necessary personal services required for the physical well-being of student during transportation between home and school.

EXAMPLES OF DUTIES

Assists bus driver and/or students with: student behavior; student in attending to personal hygiene requirements (bathroom assistance, clothing changes, etc.); student in wheel chair or crutches with mobility, structural adaptations (open doors, identify ramps, transfer from wheelchair to chair, etc.); student with prescribed adjustment of orthopedic appliances, i.e., lock and unlock braces, removal and reapplication of braces, and other necessary orthopedic procedures; student with use of specialized equipment and modification of regular equipment, i.e., communication board, computer use, etc.; student in taking notes if required by handicapping condition (hard of hearing, visually handicapped, cerebral palsied, emotional disturbed, limiting conditions); performs duties relating to the student's specific disability as may be assigned; performs related duties as may be assigned.

QUALIFICATIONS

Knowledge of:

Student behavior and characteristics.
Controlling and motivating students.
Basic record keeping.

Ability to:

Assume responsibility for supervising students.
Speak clearly and distinctly.
Demonstrate patience, warmth and liking for students.
Learn and utilize standard teaching aids and office machines.
Perform basic clerical work and make basic arithmetic calculations.
Understand and carry out oral and written instructions.
Maintain cooperative and effective professional work relationships with students and adults.

Experience:

Some experience in dealing with school-age students is preferred, plus any specific experience pertaining to special needs students is desirable.

Education:

Equivalent to the completion of the twelfth grade; Additional qualifying experience, or bilingual/bicultural experience may be substituted for part of the educational requirement.

License Requirement:

Current CPR and First Aid Certificate; Valid California Driver's license.

Other:

Must pass and maintain satisfactory results of the Post Offer, Pre-Placement Physical Evaluation Program (PEP). This physical strength test demonstrates a minimum level of strength to perform the essential functions of the job.