

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

POSITION: BUS ASSISTANT/CLERK

SUPERVISORS: Director of Transportation

GENERAL JOB DESCRIPTION: To assist administration, staff, and visitors in any way necessary. To maintain a safe and efficient environment on the bus for all students from the time they board the bus until they are transferred back to either school personnel or a responsible party.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Complete all training requirements including local, state, and federal.
9. Organize trip tickets weekly for buses and other activity vehicles, notifying Transportation Director of trips.
10. Assign vehicles, and prepare trip ticket and keys for distribution
11. Make a copy of trip ticket for file; send original to business office for payment
12. Email Transportation Director any maintenance issues reported on trip tickets
13. Overall management of the vehicle log
14. Assist students with boarding the bus and with seat belts if needed.
15. Assist Bus Driver with wheel chair lift.
16. Assist Bus Driver with bus evaluation.
17. Assist Bus Driver with possible visual impairments (intersections, backing up etc.)
18. Enforce all regulations governing the conduct of students while responsible.
19. Collaborate with Bus Driver to render help to any student who is ill or experiencing behavior difficulties etc.
20. Work as a member of a team.
21. Display a desire to work with students.
22. Serve as a role model.
23. Respond to students as individuals
24. Work collaboratively in an environment where individual differences are respected.
25. Communicate effectively both verbally and in writing.
26. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Attend an annual in-service for all bus assistants.
2. Assist individual children in need of special attention.

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3. Respond to the unique needs of the special education student.
4. Participate in in-service training programs.
5. Contribute to the welfare and effectiveness of the school and the district by adhering to high standards of performance and interpersonal relationships.
6. Model acceptable social skills in working with students, teachers, parents and supervisors.
7. Report unsafe or dangerous surfaces and/or conditions.
8. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

QUALIFICATIONS:

1. High School diploma or GED. Additional education and/or training desirable.
2. Demonstrated aptitude for the work to be performed.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Sitting, standing, lifting and carrying students (up to 50 pounds) reaching, squatting, kneeling, and moving light equipment may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Attend CPR and First Aid Course
3. Familiar with emergency evacuation procedures
4. Must pass an annual physical examination
5. Knowledge of universal hygiene precautions.
6. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
7. General knowledge of first aid procedures.

EQUIPMENT/MATERIAL HANDLED:

1. Forms and small hand tools
2. Knowledge of wheelchair lift operation.
3. Follow all safety precautions in dealing with equipment/material.
4. Knowledge of proper use of any equipment necessary for safety.

WORKING ENVIRONMENT:

1. Able to work during inclement weather
2. Able to work within various degree of noise, temperature, and air quality.
3. Interruption of work are routine.
4. Must be flexible in work schedule.
5. Must be able to work with/without close supervision.

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6. Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____