



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Paraprofessional Bus Attendant**
Job Family: **Transportation**
Prepared/Revised Date: **May 3, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **TP12H**
Job Code: **41405**

SUMMARY: Minimize driver distractions and assist with ensuring students are safe during the loading, unloading, transporting, and transferring on buses.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist driver in maintaining appropriate student behavior by monitoring behavior and intervening as necessary and reporting incidences of unsafe or inappropriate actions that occur on or off the bus.	D	50%
2. Communicate with driver in developing a team environment.	D	15%
3. Through route sheets and reports, acquire and maintain information such as medical information, physical limitations, and symptoms that may require immediate attention or intervention concerning assigned students.	D	10%
4. Ensure all students are properly loaded and seated.	D	10%
5. Assist bus driver in keeping special needs equipment picked up and stored in its proper place when not in use, cleaning the interior of the bus, and sanitizing seats after each route.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Practice emergency evacuation drills with students and driver.	Q	5%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Experience working with children preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- First Aid certification required within 60 days of hire
- Successful completion of the District approved physical strength and agility test is required prior to hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Personal computer and keyboarding skills



- Bilingual oral and written communication skills desired
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of District and Transportation Department policies, procedures, and code of conduct
- Ability to supervise and effectively interact with students
- Knowledge of student behavior management techniques
- Ability to maintain professional relationships with all District staff and community members and be part of a working team
- Excellent communication and conflict resolution skills
- Ability to effectively communicate with parents, staff, and community
- Attend all required terminal, paraprofessional, and supervisory meetings as well as additional trainings
- Basic understanding of bus operations and emergency procedures
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with **District approved** software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with planning, appraising performance, and addressing complaints and resolving problems
- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)			X	
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration				X

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	