



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Paraprofessional Bus Attendant II**
Job Family: **Transportation**
Prepared/Revised Date: **June 26, 2025**

FLSA Status: **Non-Exempt**
Pay Range: **TP15H**
Job Code: **41414**

SUMMARY: Responsible for minimizing bus operator 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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist bus operator 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. Monitoring and enforcing social and physical behavior for students with learning disabilities minor or moderate to severe physical disabilities, emotional disabilities, emotional disabilities and/or special needs. Ensuring IEP, ITP, safety plan and/or behavioral plans are being followed during transportation.
2. Communicate with the bus operator in developing a team environment and complete all necessary paperwork including incident writeups, mandatory reporting and other required reports.
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. Complete necessary medical delegations.
4. Ensure all students are properly loaded and seated.
5. Assist bus operator 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. Ensure the students, especially those unable to help themselves are hygienically clean and safe during transport.
6. Daily report work time and absences through district timekeeping system.
7. Create and practice emergency evacuation drills with students and bus operator. Attend all required training.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Experience working with children preferred
- CPI certified or PSD Transportation approved equivalent training
- One year experience as a transportation paraprofessional or similar role



- Highly-Effective performance evaluation as a Bus Attendant I at PSD determined by immediate supervisor

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- First Aid certification required within 60 days of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math 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 maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines 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 personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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



VISION DEMANDS:	Required
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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