

FLAGSTAFF UNIFIED SCHOOL DISTRICT NO. 1

Position Description

Position Title: Bus Aide
Department/Section: Transportation
Supervisor: Director of Transportation

SUMMARY OF FUNCTION:

Assist driver with children on school bus and ensure their safety.

DISTINGUISHING CHARACTERISTICS: Must be able to work with different age groups of children as well as children with varying disabilities. Must be able to discipline students while on a moving vehicle. Must be able to assist children and maintain discipline despite disruptive changes.

TYPICAL TASKS:

1. Assist children boarding and deboarding school bus and crossing street. Assist driver loading and unloading children using wheelchairs.
 2. Ensure children are seated safely on bus and are securely fastened in harness or seat belt where needed.
 3. Maintain discipline of children on bus at direction of driver.
 4. Assist special education students with hygiene.
 5. Perform other duties as assigned.
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QUALIFICATIONS:

Specific training or job experience required before appointment

High school diploma or equivalent; experience working with special education children desirable.
Ability to lift in excess of 70 lbs.

Estimated length of time required for new entrant to achieve acceptable level proficiency:
One week