

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Bus Attendant*

QUALIFICATIONS: Must possess a high school diploma or its equivalent
Must be at least twenty years of age
Completion of the twelve hour bus attendant training course
Completion of 4 hours of bus route orientation training

REPORTS TO: School Principal/Transportation Manager

SUPERVISES: Assigned students

ACCOUNTABILITY: Performance evaluation annually

SALARY: Bus Attendant Salary Schedule

TERMS OF EMPLOYMENT: 9 - Month

JOB GOAL: To assist the school bus operator in providing routine, safe, and efficient transportation of students with special needs and other passengers to and from district schools and other assigned locations on school-related activities.

PERFORMANCE RESPONSIBILITIES:

- Manage the loading and unloading of students at school and at home.
- Operate the lift system and supervise assistive device usage if the bus is so equipped.
- Assist bus operators with evacuation procedures.
- Assist bus operators with emergency management procedures.
- Attend all required inservice training of the transportation or special education department.
- General knowledge of special education procedures.
- Knowledge of first aid procedures.
- CPR trained.
- Assist students on and off the bus, securing harness and/or seat belts.
- Collaborate with the bus operator in students' seating assignments.
- Supervise student activity and behavior on the bus at all times.
- Communicate effectively with students.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and

equipment.

- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district. initiatives and other programs or directives of the Superintendent and Board.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Accepts change and responsibilities in a positive manner.
- Verbally supportive of school, department, and district policy.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____