



BUS PARA EDUCATOR

Reports to: Director of Transportation
Salary Schedule: A
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: 9
Revised Date: 1/2020

SUMMARY:

Assist bus driver on special needs bus routes. Assist in managing the bus population by interacting with the children to help keep order on the bus. Provide assistance with special needs students by providing a safe, secure, positive environment.

ESSENTIALS DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with the transport needs of students with mobility needs to and from school.
- Continually monitor environment for safety concerns.
- Responsible to safely secure students into approved safety restraints.
- Assist bus driver with student behavior modification and/or noise control.
- Restrain students when necessary.
- Other duties as assigned.

QUALIFICATIONS:

- Knowledge of car seats, safety vest and wheel chair tie-downs.
- Must possess or obtain First Aid card.
- Ability to work with special needs students of all ages.
- Must work in noisy and crowded environment.
- Possess a high school education or equivalent.
- Must be 18 years of age or older.
- Demonstrate the understanding, ability, personality, emotional stability and physical health suited to meet the cultural, emotional, mental, physical and social needs of the children in care.
- Previous experience with Special Needs children preferred.
- Attendance and punctuality are important in this position
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and

smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position consists of prolonged sitting or standing. This position may require demonstration of task/assignment to students.

Bus Para's work on/in school bus environment, which may be noisy and crowded. The school bus environments may be stressful; therefore Bus Para's must have the ability to cope with stressful situation and diverse groups of students, while maintaining composure and professionalism.

Employee
Signature_____ **Date**_____

Witness _____ **Date**_____