

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

**INSTRUCTIONAL ASSISTANT/
BUS DRIVER**

Salary Schedule: School Related Personnel 19B	Number of Work Days as Contracted Daily Work Hours: 8.0	FLSA Status - Nonexempt
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JOB GOAL: Responsible for the safe and efficient delivery of students in accordance with the laws of the State of Florida, rules of the State Board of Education and policies and procedures of the District School Board of Pasco County; responsible for assisting the teacher(s) in organizing and implementing an instructional, academic program while working under direct supervision and for ensuring a safe environment

REQUIRED QUALIFICATIONS:

1. Meet education requirements by one of the following:
 - a. 60 semester hours of course work from an accredited community college or university or
 - b. Associate’s Degree from an accredited community college or
 - c. Demonstrated proficiency on the district-approved assessment
2. Hold valid commercial driver license with a passenger endorsement and a school bus endorsement
3. Hold a valid school bus driver’s license pursuant to Section 6A-3 Florida Administrative Code
4. Five (5) years of licensed driving experience
5. Record of safe driving
6. Physically capable of operating the vehicle as determined by a physical examination prescribed by the Commissioner of Education, and given by a physician designated by the School Board

DESIRED QUALIFICATIONS:

1. Experience in working with students from diverse backgrounds with varied levels of ability

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate operational knowledge of Internet and Web-related technologies
5. Demonstrate ability to safely operate the type and size vehicle assigned
6. Demonstrate knowledge of all requirements for school bus drivers as prescribed by state traffic laws and regulations of the State Board and School Board

REPORTS TO: Assigned Administrator

SUPERVISES: None

PERFORMANCE RESPONSIBILITIES:

Instructional Assistant Duties

1. Assist the teacher with the design of the academic program so that it is consistent with the total educational philosophy of the district
2. Contribute to the development, implementation, and evaluation of the program's curriculum and objectives reflecting school, District and state goals
3. Continue professional growth through participation in trainings, meetings, and reading professional literature
4. Support the implementation of instructional activities that contribute to a positive environment where students are actively engaged in meaningful learning experiences
5. Assist in providing differentiated instruction to meet the needs of all students
6. Work with students, parents, and colleagues in a positive, proactive manner
7. Assist in maintaining effective and efficient recordkeeping procedures
8. Assist with formative and summative assessments in order to differentiate and improve instructional practices and strategies
9. Help to evaluate student performance on a regular basis to provide feedback to students and parents
10. Perform other duties as assigned

Bus Driver Duties

1. Safely transport students by following all by state traffic laws and regulations of the State Board and School Board
2. Conduct daily inspection of bus and report any concerns to transportation personnel
3. Instruct students in safe riding practices
4. Supervise emergency evacuation drills
5. Continue professional growth through participation in trainings and meetings
6. Work with students, school personnel, and transportation personnel in a positive, proactive manner
7. Maintain effective and efficient recordkeeping procedures
8. Perform other duties as assigned