

JOB TITLE: TRANSPORTATION ASSISTANT

JOB DESCRIPTION:

This employee is responsible for working with exceptional students who are transported by school bus.

Duties of this position include but are not limited to:

1. Assisting and supervising students as they board and leave the school bus.
2. Monitoring and supervising each student at all times while on the bus.
3. Following closely the instructions of the bus driver with regard to supervision and handling of students.
4. Being aware of and prepared to meet any emergency situation which might arise.
5. Being on time to meet the bus at designated stop.
6. Following instructions from teachers and principals.
7. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Functional literacy.
2. Ability to communicate effectively.

DESIRED QUALIFICATIONS:

1. Experience in working as a paraprofessional.
2. Experience in school transportation.
3. Experience in working with exceptional students.