

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

TRANSPORTATION HANDICAPPED AIDE

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience or training in the care of children preferred.
- (3) Pass a state dexterity exam
- (4) Complete ESE skills assessment training prior to permanent assignment to a route
- (5) Required to complete a basic course in CPR and First-Aid within the first twelve (12) months.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of exceptional education students. Knowledge of and ability to use crisis intervention and prevention techniques. Ability to follow directions and to work as a team member. Knowledge of and ability to use CPR and apply first-aid.

REPORTS TO:

Director of Transportation or designee

JOB GOAL

To assist in providing safe and efficient transportation so that students may enjoy the advantages of the District's educational programs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the loading and unloading of students at the bus stop and at school to include operation of specialized equipment for attending students with disabilities (ie wheelchair lifts and tie-downs, toddler and/or infant seats.
- * (2) Ensure student seat belts and / or safety harnesses are properly secured.
- * (3) Assist the bus driver in maintaining good order on the bus.
- * (4) Operate the wheelchair lift and secure the wheelchair when required.
- * (5) Carry non-ambulatory students when required.
- * (6) Assist the bus driver with emergency evacuations including evacuation drills.
- (7) Maintain a working knowledge of the history of each student in order to recognize indications of illness and respond accordingly.
- (8) Establish and maintain good rapport with students, parents, bus driver, teachers and others.
- (9) Assist with all written reports as required.
- (10) Assist in cleaning bus as required.
- (11) Maintain neat and orderly appearance, to include assigned uniforms and employee ID Card to be worn at all times.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

TRANSPORTATION HANDICAPP AIDE (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Resources & Support Systems