

Red River Parish School Board

Job Description

TITLE: **School Bus Aide**

Qualifications: Possess a high school diploma or equivalency (GED)
Must be 20 years of age
Possess a certificate of good health signed by a designated physician stating there are no conditions that would interfere with any job responsibilities
Pass Work Step Physical

Superordinate: Bus Driver, Director of Transportation

Performance Responsibilities

1. Has knowledge of safety devices
2. Monitors the health and safety of students
3. Assists students with transfers from one bus to another when necessary
4. Assists in health maintenance which may include routine and/or emergency health procedures as instructed by the School Nurse. (This may include catheterization, tracheotomy care, monitoring blood sugar, administering emergency, etc.)
5. Assists with behavior management plans, behavior intervention and monitoring behavior. This includes restraining of student(s) when necessary
6. Fastens seat belts, shoulder harnesses, wheelchair tie-downs and lifts during each transport
7. Informs parents/guardians:
 - a. Of the appropriate pick-up and delivery times
 - b. That transportation personnel may not handle any type of medication unless determined necessary for the well-being of a student as determined by the School Nurse.
8. Maintains accurate records on assigned children. Keep a daily controlled log of students' activities on assigned bus.
9. Must attend mandatory training sessions as directed by the school principal and/or parish directors of Paras. This training includes a yearly update of the following information:
 - a. Personnel information
 - b. Confidentiality
 - c. Medical information
 - d. Discipline
 - e. Job Description Review
 - f. CPI, when necessary
 - g. Safety and evacuation
 - h. First Aid and CPR Annual Training
10. At the transfer point: Takes students to assigned buses. Be courteous and cooperative
11. Performs any other duties assigned by the immediate supervisor. This includes the bus driver and principal of assigned school(s).

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.

6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)	Employee Signature	Date
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Immediate Supervisor	Date
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Terms of Employment: 09 Months

Work sites for Special Education Paraprofessionals are based on student population. Times may vary depending on school sites. This is not a tenured position.

Evaluation: Performance in this position will be evaluated in accordance with the Board's policy by the immediate supervisor. Return to Work Physical may apply.