



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

POSITION: Special Education Aide
3 ½ hours per day

LOCATION: El Tejon School
a.m. shift

**PRIMARY FUNCTIONS
AND QUALIFICATIONS:** See Job Description in School Office

SALARY RANGE: #5 \$11.75 to \$14.44 per hour

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Please submit a letter of interest to the District Office by Monday, December 3, 2018.

ALL INSTRUCTIONAL AIDES MUST MEET THE FOLLOWING REQUIREMENTS:

- *AA/AS Degree; or*
- *48 college units; or*
- *Successful passage of proficiency test equivalent to AA Degree*

PLEASE DO NOT REMOVE POSTING

El Tejon Unified School District

SPECIAL EDUCATION TRANSPORTATION AIDE Job Description

JOB SUMMARY

Under general supervision assist with transportation of special needs children. Employees in this classification works in cooperation with bus drivers. This job classification will perform a variety of duties dealing with the health and safety of special needs students and requires a high degree of positive contact.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assist driver loading and unloading students, supervise students while riding the bus, attend to any special needs that may occur on the vehicle including behavior and work with parents, teachers and instructional aides;
2. Lifts and carries students;
3. Positions students in wheelchairs and other equipment;
4. Operates wheel chairs/travel chairs;
5. Supervises loading and unloading of wheelchair lifts on buses;
6. Follows safety standards;
7. Assists in administration of C.P.R. and/or first aid;
8. Performs other duties as required to meet the varied health and educational needs which are presented by handicapped students;
9. Performs other related duties as required;
10. Maintains confidentiality on school-related matters.

Ability to:

Maintain appropriate student behavior; perform appropriately in situations requiring tact and diplomacy; understand and carry out written instructions; establish and maintain cooperative working relationships; bend, squat, run, ride on bus for up to four hours at a time; lift 50 pounds, occasionally.

Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, sit, stoop, kneel, push, pull and crawl.
- 1 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 1 i. Ability to operate office equipment.
- 4 j. Ability to reach in all directions.

SPECIAL EDUCATION TRANSPORTATION AIDE
PAGE 2 OF 3

Reasonable Accommodation:

Employees with disabilities may perform the essential job functions listed above with or without reasonable accommodation. If an employee with a disability is unable to perform one or more of the essential job functions, the District will afford that employee reasonable accommodation.

REQUIRED QUALIFICATIONS

Possession of a valid California Drivers License
Equivalent to completion of the twelfth grade.
Knowledge of proper English usage and grammar

Experience:

One year of paid or volunteer experience working with children.

Ability to:

- be flexible and willing to make changes necessary to meet the varied needs of the handicapped which is fundamental to the work
- meet the physical requirements necessary to safely and effectively perform the required duties.

OTHER RELATED FUNCTIONS OF THIS POSITION

Health care competency is required. Determination of competency will be based on experience and/or training in the health care field, i.e. specific skills required by the duties described above.

Health Care Assistants will receive on-the-job training to maintain competency levels. Acquisition of appropriate skills is the responsibility of the employee.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

5

Board Approved: 3/12/15