



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
District Superintendent

CLASSIFIED JOB OPENING

POSITION: **Special Education Transportation Driver/Aide**
5 hrs. per day
Split Shift: 6:45 am – 9:00 am
Approx. 1:15 pm – 4:00 pm

LOCATION: Bakersfield

SALARY RANGE: #8 \$13.28 - 16.33 per hour

SELECTION PROCESS: Qualifications and suitability for these positions will be assessed in an oral interview.

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Your appointment is not assured until you have passed this physical.

POSITION: **Special Education Aide**
3 ½ hours per day

LOCATION: El Tejon School
a.m. shift

SALARY RANGE: #5 \$12.00 - 14.44 per hour

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

APPLICATION PROCEDURE: Interested personnel should submit a letter of interest to the District Office by Friday, April 26, 2019.

El Tejon Unified School District
SPECIAL EDUCATION TRANSPORTATION DRIVER/AIDE
Job Description

JOB SUMMARY

To drive or assist with transportation in a school vehicle over designated routes for the purpose of transporting students, whose IEP or 504 Plan requires that they be provided transportation to school sites outside of the District. Employees in this classification will work 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.

REQUIRED QUALIFICATIONS:

Knowledge of:

1. Possession of a valid California Driver's License;
2. Clean driving record as reflected in a DMV printout;
3. Current CPR/First Aid certification or ability to obtain certification;
4. Equivalent to completion of the twelfth grade;
5. Management of special education students;
6. Knowledge of proper English usage and grammar

Ability to:

1. Analyze situations accurately and adopt an effective course of action.
2. Maintain order among students and effectively supervise them in a school vehicle.
3. Maintain calm and patient in stressful situations.
4. Be flexible and willing to make any changes necessary in order to meet the varied needs of students with special needs.
5. Maintain simple records.
6. Meet the physical requirements necessary to safely and effectively perform the required duties.
7. Work independently without supervision.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain cooperative working relationships with those contacted in the course of work.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Drive a school vehicle daily over designated routes in accordance with time schedules, picking up and discharging specific students.
2. 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;
3. Maintain good order among students in the vehicle following district policies regarding conduct of children;
4. Physically assist students in and out of the vehicle when necessary;
5. Lifts and carries students;
6. Positions students in wheelchairs and other equipment;
7. Operates wheel chairs/travel chairs;
8. Supervises loading and unloading of wheelchair lifts on buses;
9. Follows safety standards;
10. Report any incidents which affect the safety of pupils;
11. Report problems or equipment malfunctions to Lead Mechanic;
12. Consult with the Lead Bus Driver to formulate transportation routes and schedules;
13. Maintains records of all trips;
14. File accident report when necessary;
15. Assists in administration of C.P.R. and/or first aid;
16. Performs other duties as required to meet the varied health and educational needs which are presented by handicapped students;
17. Performs other related duties as required;
18. Maintains cooperative working relations with students, parents/guardians, staff and community;
19. Maintains confidentiality on school-related matters.

SPECIAL EDUCATION TRANSPORTATION DRIVER/AIDE
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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.

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.

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:

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El Tejon Unified School District

SPECIAL ED AIDE Job Description

JOB SUMMARY

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling and grammar;
Basic arithmetical concepts;
Routine record management, storage and retrieval systems and procedures.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.

Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

SPECIAL ED AIDE JOB DESCRIPTION
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- 7. Maintains a variety of records and files, including student records and information;
- 8. Operates and assists students in a variety of instructional media machines and equipment;
- 9. Assists students with activities to develop small muscle and eye-hand coordination;
- 10. May assist students with toileting and personal hygiene;
- 11. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
- 12. May participate in parent conferences, as requested by the administrator;
- 13. Maintain confidentiality on school-related matters;
- 14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements:
 - 1 = Seldom = Less than 25 percent
 - 2 = Occasional = 25-50 percent
 - 3 = Often = 51-75 percent
 - 4 = Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 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 and observing students.
- 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.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

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:

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