



## *EL TEJON UNIFIED SCHOOL DISTRICT*

**Rodney Wallace**  
District Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** **Special Education Transportation Aide**  
5 hrs. per day  
Split Shift: 7:30 a.m. – 11:00 a.m.  
Approx. 2:00 p.m. – 3:30 p.m.

**LOCATION:** District

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

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

***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*

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

**APPLICATION PROCEDURE:** Interested personnel should submit a letter of interest to the District Office by Wednesday, November 15 , 2017.

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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