

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Bus Aide

Responsible to: Transportation Supervisor

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

Required knowledge and skills:

- High School Diploma or its equivalent (GED);
- CPR and First Aid Certification;
- Aptitude to provide a safe environment for students who have learning and/or physical handicaps, monitoring potentially life threatening situations and keeping records and documentation;
- Knowledge of behavioral disabilities in children and instructional methods;
- Knowledge and experience in school based student assistance programs;
- Ability to appropriately physically restrain students as necessary;
- Ability to defuse student anger and resolve conflict;
- Knowledge and experience with technology.

Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 10% of the time, ~ 50% of the work day standing, reaching, bending, stooping, walking and handling students, and ~ 40% of the time working from a sitting position;
- Work efficiently and effectively;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by assisting in maintaining and providing safe transportation of students to and from school.

Essential Job Results:

1. Provide assistance to the driver by helping with the loading, transporting and unloading processes.
2. Maintain decorum and discipline of students on the bus by writing discipline slips when necessary.
3. Ensure that all students are safely transported on the bus, by sitting in the passenger area providing necessary assistance to the special needs of the students, and any other passengers.

Vision: Focus on kids and their learning
Mission: Prepare kids for their future beyond College Place Public Schools

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4. Have accurate health and contact information available on the bus at all times by developing and maintaining a written record for each student.
5. Be able to assist the driver or other individuals (i.e., parents, police, fire or ambulance) by knowing the bus routes.
6. Protect the District by keeping information confidential.
7. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
8. Maintain technical knowledge by attending educational trainings.
9. Contribute to team effort by accomplishing related results as needed or requested.

*** ~ denotes approximation

Employee's Signature

Date Received

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