

Position:	Substitute Bus Aide
Term:	As Needed
Location:	Transportation
Qualifications:	High School Diploma
Supervisory:	No
Reports to:	Director of Transportation

The position of the Substitute bus aide supports students during transportation on an as needed basis.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Work cooperatively with supervisors and co-workers.
- Understand and follow oral and written instructions.
- Perform responsibilities without necessity of close supervision.
- Effectively communicate with the school district community
- Meet attendance standards to perform the essential functions of the job.
- Maintain a generally positive attitude.

Essential Functions:

- Attend meetings pertinent to the position when posted.
- Achieve and maintain prescribed certifications through training as provided by the District within a reasonable amount of time.
- Communicate all student issues or concerns to the Supervisor of Transportation.
- Exhibit through performance, an understanding of effective behavior management.
- Exhibit an understanding of disabling conditions and the characteristics of.
- Maintain accurate records, and submit reports in a timely fashion.
- Adhere to prescribed procedures for body fluid and waste cleanup as needed.

- Assist the Diver in maintaining a clean and healthy environment on the bus.
- Effectively act as a liaison between the family of the student and the District.
- Carry out all other duties as assigned.

Physical Demands

The individual who holds this position must:

Sit for long periods of time

Occasionally walk and stand

Frequently bend and twist the torso and neck

Frequently use repetitive arm, wrist and hand movements

Occasionally lift up to 75 pounds

Use close, distance and peripheral vision as well as depth perception

Be able to climb and descend stairs while assisting students.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Conditions and environment is that of a typical school bus. The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.