

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFIED PERSONNEL

JD 4200.1

SPECIAL EDUCATION TRANSPORTATION ASSISTANT

Definition

Under the direction of the Director of Special Education, and in conjunction with the Supervisor of Transportation, provides needed transportation assistance to special education students and performs other duties directly related to this job description.

Responsible to:

Director of Special Education

Examples of Duties

1. Assist in the implementation of student Individualized Education Plans (IEP) and Behavior Plans.
2. Assure that all students are safely seated according to regulations and/or instructions as determined by the assigned bus driver and in compliance with the student's IEP.
3. Provide necessary help for students entering and exiting school vehicle.
4. Ensure that all personal belongings/equipment of students are safely and properly secured during transit.
5. Monitor and record student behavior as required in the student's IEP or Behavior Plan to promote an orderly atmosphere in the vehicle during transport.
6. Assist in the enforcement of District policies and procedures related to transporting special education students.
7. Perform other related duties as may be assigned.

Qualifications Guide

Knowledge of:

1. General concepts of child growth and development and child behavior characteristics.
2. Routine record keeping.
3. Public education goals and objectives.
4. First Aid practices and procedures.

Ability to:

1. Relate, be comfortable and exercise patience and tact with students that have multiple behavioral and/or physical handicaps.
2. Understand and implement Behavior plans and IEPs as they relate to the transporting of Special Education students.
3. Follow written and oral directions.
4. Function calmly and appropriately in emergencies.
5. Assist students with specialized health needs.
6. Appropriately utilize Crisis Prevention/Intervention (CPI) strategies and techniques if needed for safety reasons.
7. Maintain confidential student information.
8. Write and speak grammatically correct English.
9. Maintain and foster effective working relationships with students, staff, and parents or guardians.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFIED PERSONNEL

JD 4200.1

SPECIAL EDUCATION TRANSPORTATION ASSISTANT

WORKING CONDITIONS

Environment:

Work is inside a district vehicle.

Physical Demands:

- Light and heavy physical effort; ability to reach in all directions; periodic lifting of children to care for personal needs.
- High stress level.

EDUCATION AND EXPERIENCE

- One year of paid or volunteer experience working with children in an educational or child care setting is highly desirable, preferably involving children with special needs; or any combination of training and experience that may likely provide the desired knowledge and abilities.
- High School degree or recognized equivalent.

LICENSES AND CERTIFICATIONS

- Current First Aid and CPR certificate.
- CPI certification to be provided upon hire

Adopted: November 15, 2010