

THE TROY CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: INTERVENTION ASSISTANT/BUS AIDE **File 703**

Reports to: Transportation Director

Job Objectives: Supervises and assists students during bus trips.

Minimum Qualifications:

- High school diploma preferred.
- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Self-directed and able to learn required skills for the position.
- Holds or is qualified to obtain an Educational Aide Permit.
- Ability to physically manage students with disabilities.
- Congenial disposition and effective interpersonal skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Uses materials provided to learn about the needs of students being transported. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Supports community partnerships that enhance district programs.
- Helps with bus loading/unloading procedures. Operates the wheelchair lift. Assists student with mobility needs. Ensure that students are comfortable and safely secured.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Offers help when students ask for or their behavior suggests they need assistance. Avoids being intrusive and exercises discretion.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Learns proper emergency bus evacuation procedures and assists students as needed.
- Prepared to offer assistance when aware of passengers with medical or health concerns.
- Promptly documents all safety incidences and/or accidents.
- Monitors student behavior. Enforces safety regulations. Maintains high standards. Upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems or other related concerns to the building principal.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for work-related decisions and conduct.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism.
- Works cooperatively to support a successful team effort.
- Communicates effectively using verbal, listening, and writing skills.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and helps resolve work-related conflicts.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties require riding in a vehicle.
- Duties may include lifting, carrying, and moving work-related supplies/equipment.
- Duties may include balancing, bending, climbing, crouching, kneeling, reaching, standing, and in working confined spaces.
- Duties may include working in proximity to moving mechanical parts.
- Duties may include performing repetitive tasks quickly.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Duties may include wearing protective clothing and using safety equipment.
- Duties may include traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to the negotiated bargaining agreement.

The Troy City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

Revised: June, 2003

Signature: _____ Date: _____