

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

PARAPROFESSIONAL

TITLE: BUS AIDE

QUALIFICATIONS:

1. Have the ability to read and write.
2. Be in good physical health and have the ability to perform assigned duties.
3. Have some basic knowledge of the problems encountered and techniques used in dealing with the physically disabled and/or mentally handicapped persons.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Coordinator of Transportation

JOB GOAL: The School Bus Aide assists the bus driver in providing safe transportation for students.

PERFORMANCE RESPONSIBILITIES:

1. Adhere to safety rules when loading and unloading pupils.
2. Assist the bus driver in maintaining student conduct on the bus.
3. Assist young or disabled students in getting on and off the bus.
4. Assists the driver in observing the movements of passengers to be sure that none wander into the path of the vehicle.
5. Provide written records of violations of student code to the Principal or designee.
6. Collect personal items left on the bus and turn them over to the school secretary.
7. Checks to be sure that all student-passengers are dropped off at their correct location and that no passengers remain on the bus at the end of the bus route.
8. Provide instruction to students regarding passenger safety and ensure that students wear their seat belts when the bus is so equipped.
9. Participate in scheduled emergency bus exit drills.

BUS AIDE (continued)

10. Assist bus driver and students in case of an accident.
11. Prepare simple reports and keep logs of trips.
12. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus aide is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.
13. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
15. Participate in appropriate in-service and workshop programs and attend any required meetings.
16. Use computers and/or electronic equipment to fulfill job functions.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent for and not otherwise prohibited by law or regulation.
19. Report all accidents in accordance with N.J.S.A. 39-4:130.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

BUS AIDE (continued)

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the Local 331 contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Pleasantville BOE

Date: September 15, 2015

Revised: