

SECTION I: GENERAL INFORMATION

Classification Title: Educational Assistant - Transportation	Department: Transportation	Unit: Educational Assistants
Immediate Supervisor: Transportation Supervisor	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Transportation Supervisor, the Educational Assistant - Transportation is responsible for the safety and well-being of students during bus transport to and from school for students with special needs or preschool students age 3-5 years of age.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews and familiarizes self with student’s medical and/or behavioral needs.
2. Greets students entering the bus. Assists children on bus routes with boarding, exiting and buckling student(s) into seats or designated restraint systems. Converses with students to see how they are doing and feeling. Provides a positive, supportive environment for the children riding the bus.
3. Assists staff with a child or children with behavioral concerns by implementing consistent, positive discipline procedures. Provides instructions for acceptable behavior on the bus.
4. Assists sub-drivers navigate routes, as necessary.
5. Cleans and sanitizes bus after unloading children.
6. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a MN Drivers License or evidence of equivalent mobility. Upon hire receives training and certification in CPR and CPI.		
EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level		

		<ul style="list-style-type: none"> • Knowledge of school practices, policies, procedures and administrative guidelines pertaining to job responsibilities. • Knowledge of district disciplinary rules and rules of student conduct. • Basic operation of office equipment
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Required Work Experience in Addition to Formal Education/Training:

No prior experience required.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK

Skilled in:

- Oral and written communication skills.
- Establishing and maintaining effective working relationships with school staff, students, and the public.
- Communicating and enforcing school policies and procedures.
- Applying judgment when dealing with students.
- Maintaining behavioral records, incident reports and files required of job.
- Monitoring, explaining and enforcing student behavior, safety issues, and behavioral rules on the bus.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties involve assisting the bus driver in the transportation of preschool and special need students to and from school in a variety of weather conditions. May be exposed to bodily fluids. May be required to deal with emergency situations making the job less than desirable.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
 Created classification description 5/2016 BCC

