

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Paraprofessional – Bus Attendant

SALARY: DETERMINED BY UNION CONTRACT

REPORTS TO: Director of Transportation

PURPOSE STATEMENT

To assist the driver in providing safe transportation services to general and special student populations.

ESSENTIAL DUTIES

Safety

- Assists in pre-trip and post-trip inspections of the bus, including child checks, Child Safety Restraint System (CSRS) and wheel chairlifts.
- Does not permit any child to disembark from bus unless an older responsible party is there to receive the student.
- Assists students on and off the bus at stops where a child needs to cross in front of the bus to enter or disembark.
- Does not permit any unauthorized person(s) on the school bus.
- Attend all safety and training meetings.
- Conducts emergency evacuation from the bus, including exiting from the emergency door. May also require physical removal of disabled child from bus.

Bus Driver Assistant

- Assists bus driver in locating student pick-up and drop-off locations and the proper route to take to accomplish this.
- Checks the bus at end of each and every run for items or children left on the bus.
- Assists in securing wheelchair or other equipment necessary to be transported with students who have physical problems.

Pupil Management

- Occupies the seat that provides the best opportunity for supervision and student protection while the bus is in transit.
- Assists students between the bus and the school or residence door.
- Assists students on and off the bus and when crossing the street.
- Assists students who have health or physical problems.

Administrative

- Be directly responsible to the Head Bus Attendant and the Director of Transportation or a designee for job assignments.
- Fulfills those job assignments by aiding the bus driver in maintaining discipline on the bus and reporting discipline problems to the Head Bus Attendant.
- Attends all required in-service training, safety meetings and any other required meetings and training sessions.
- Contacts head bus attendant, principals, teachers and parents when student discipline problems occur.
- Completes and submits written discipline reports to the head bus attendant.
- Works required hours depending upon bus route assignment.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.
- Maintains regular attendance and punctuality.

Other

- Perform other duties as assigned by the Director of Transportation or the Head Bus Attendant.

SUPERVISORY RESPONSIBILITIES

Students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or equivalent.
- Good verbal communication skills.
- Available as early as 5:00 AM.
- Must have pleasing personality, patience and a healthy attitude towards special needs children.
- Ability to establish and maintain effective relationship with pupils, parents and professional staff members.
- Willingness to supervise children with physical, mental and behavioral differences. Sensitive to feelings and needs of the individual child.
- Willing to undergo a drug screening and background check.

PHYSICAL REQUIREMENTS

Physical ability to assist the drivers with the loading and unloading of physically handicapped students and assist in the evacuation procedures of all students in the event of an emergency.

- **Pushing/Pulling**
Emergency door, windows, pushing and pulling wheelchairs inside bus or to and from wheelchair lift, possibly using drag blanket in cases of emergencies up to 100 pounds.
- **Lifting**
Trash box, challenged passenger into their seats, assistive devices, emergency equipment. Up to 40 lbs.
- **Walking**
Across bus lot, up and down bus aisle, around exterior of bus.
- **Sitting**
Up to 2-3 hours while on bus.
- **Climbing**
Steps in and out of bus several times daily.
- **Reaching**
Applying tie-downs, safety vests, car seats, opening emergency door from the ground, checking roof hatch.
- **Handling**
Doors, knobs, switches, handles.
- **Hearing**
Detecting problems with passengers on bus, emergency vehicles, unusual engine noises.
- **Bending/Stooping/Squatting**
Pre-trip inspection, applying tie-downs, sweeping, checking for sleeping children.
- **Seeing**
Reading street signs, route sheets.
- **Talking**
Communicating with passengers, parents, school officials, dispatch.
- **Dropping**
From emergency door to ground.

WORK ENVIRONMENT

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

Required Testing

- Drug Test

Clearances

- Background Check

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
900 Gerry Street
Gary, IN 46406

Human Resources Department
Classified: July 22, 2019

EQUAL OPPORTUNITY EMPLOYER