

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### BUS ATTENDANT, HEALTH AIDE

**SALARY SCHEDULE: SSP4**

**COST CENTER: TRANSPORTATION DEPARTMENT (9030)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent preferred.
- (2) Completion of or in progress toward completion of the School Health Aide Medication Administration training.
- (3) Possess current certification in CPR and First Aid and maintain or complete certification within the first month of employment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of children with disabilities. Ability to communicate effectively. Ability to respond quickly and efficiently in times of medical emergency. Ability to follow directions and work as a team member with drivers.

**REPORTS TO:**

Supervisor of Transportation

**SUPERVISES:**

N/A

**JOB GOAL**

To assist the driver with the safe loading and unloading of students with disabilities and to provide care for students with chronic health problems, as well as emergency and supportive care to students with sudden illness or injury.

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Greet each student every morning and afternoon pleasantly.
- \* (2) Provide emergency and supportive care to students as needed.
- \* (3) Operate the bus lift for those students in wheelchairs.
- \* (4) Secure each wheelchair when loading and release each wheelchair when leaving.
- \* (5) Buckle in each student occupying a regular seat.
- \* (6) Assist the driver to ensure a safe and healthy ride to and from school.
- \* (7) Comfort each student as the need arises.
- \* (8) Demonstrate initiative in the performance of assigned responsibilities.
- \* (9) Provide for a safe and secure workplace.
- \* (10) Model and maintain high ethical standards.
- \* (11) Follow attendance, punctuality and proper dress rules.
- \* (12) Maintain confidentiality regarding school matters.
- \* (13) Maintain positive relationships with staff, students and parents.
- \* (14) Participate in workshops and training sessions as required.
- \* (15) Communicate effectively with staff, students and parents.
- \* (16) Keep supervisor informed of potential problems or unusual events.
- \* (17) Respond to inquiries and concerns in a timely manner.
- \* (18) Prepare all required reports and maintain all appropriate records.
- \* (19) Follow all School Board policies, rules and regulations.

**BUS ATTENDANT, HEALTH AIDE (Continued)**

- \* (20) Exhibit interpersonal skills to work as an effective team member.
- \* (21) Demonstrate support for the School District and its goals and priorities.
- \* (22) Sustained focus and attention to detail for extended periods of time.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 08**

\*Essential Performance Responsibilities

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