

POSITION DESCRIPTION
Muskingum County Board of DD

Bus/Classroom Assistant

EMPLOYMENT STATUS	Full-Time (9-Month)	REPORTS TO	Director of Educational Services & Transportation Supervisor
FLSA STATUS	Non-Exempt	DEPARTEMENT	Educational Services/Transportation
WORKING HOURS	Monday – Friday 1 st Shift (6:45 am – 1:45 pm) 2 nd Shift (10:00 am – 5:00 pm)		

DISTINGUISHING JOB CHARACTERISTICS

A dual role as a Bus Assistant who monitors, supervises, provides assistance, and ensures the safety and well-being of students with developmental disabilities being transported on a school bus; and a Classroom Assistant who assists the Intervention Specialist in a classroom by teaching and assisting students in accomplishing personal, vocational, educational, developmental, and social skills that align with the student's Individual Education Plan (IEP).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Bus Assistant

- Maintains responsibility in cooperation with the Bus Driver in monitoring and supervising students while transporting to and from school, field trips and other locations.
- Provides assistance to students in fastening seatbelts as required, placing young students into car seats, and meeting other needs and regulatory standards.
- Lifts and assists in loading and unloading students onto and off of the bus, secures wheelchairs into safety slots and assists with wheelchair lift.
- Maintains communication with Bus Driver regarding safety and other problems to ensure safety and well-being of students. Verifies that each student has necessary medical devices/equipment before transporting to and from school. Responds to students requiring hygiene assistance or who may become ill on the bus. Responds promptly to medical emergencies.
- Assists the Bus Driver with cleaning and sanitizing the bus to maintain the health and well being of the bus students.
- Maintains courtesy and good public relations with the general public as a representative of the county board. Relates county board philosophies and activities to the public in a positive and supportive manner.
- Attends annual safety programs and other training as required. Participates in emergency exit drills including rear and front door evacuations.

Classroom Assistant

- Provides support to Intervention Specialists in implementing lesson plans and in providing training and education to students. Helps the Intervention Specialist follow developmentally appropriate curriculum by providing "hands on" experiences and activities.
- Facilitates, teaches and encourages appropriate behavior and play. Encourages each student's interaction among fellow students and instructional staff. Helps each student achieve maximum potential, while serving as a positive role model.
- Confers with appropriate school personnel and Intervention Specialist to discuss and receive direction regarding meeting student's needs and providing input regarding each student's concerns, needs, and progress.
- Maintains a classroom environment that is conducive to learning, free of health and safety hazards.
- Follows and implements behavior support plans as designed.

- Provides for the physical care needs of each student and helps students perform basic living and hygiene skills. Assists with physical and clothing needs such as feeding and toileting.
- Eats meals with students; assists in feeding students, and utilizing meal time as teaching moments for students.
- Meets with Intervention Specialist to plan, organize, implement and evaluate classroom learning experience activities. Prepares materials needed for instruction. Assists in the planning and implementation of a program of developmentally appropriate activities which contributes to the growth and development of children.

Other Duties

- Complete coursework through on-line courses and classroom instruction related to health and safety of students; including but not limited to Exposure Control Plan procedures, administration of emergency medications, and VNS magnet use.
- Attends and participates in conferences and various in-service training opportunities.
- Completes UI/MUI forms when incidents occur that are out of the ordinary or if any form of abuse or neglect is observed, reported by an individual or reported by someone else. Mandated reporter.

SCOPE OF SUPERVISION

Supervised by the Director of Educational Services in the Classroom Assistant role and by the Transportation Supervisor in the Bus Assistant role.

EQUIPMENT OPERATED

School bus; two-way radio; gas pumps; power washer; oil pump; step ladder; wheel chair lift; Adaptive equipment; communication devices; hydraulic bus lifts; wheelchairs; hooyer lift; walker; copier; fax machine' telephone; other general office equipment.

CONTACTS WITH OTHERS

Students; parents; family members; volunteers; service providers; other program staff; general public.

CONFIDENTIAL DATA

All employees are considered to be confidential employees who shall abide by confidentiality and HIPPA regulations and shall agree to abide by all policies surrounding confidential and sensitive information. Each person entrusted in any position or aspect of employment with the County Board holds a position of trust relative to this information and shall recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information.

WORKING CONDITIONS

Employee is exposed to typical weather and driving conditions when riding bus, including possible inclement weather and road conditions. Possible exposure to blood-borne pathogens, contagious diseases, body fluids, and communicable diseases. Works in close contact with individuals with developmental disabilities in a variety of situations which may include physical and behavioral issues. Must be able to cope with stressful situations related to students with developmental disabilities, their families, staff, and the community. May be exposed to challenging behaviors, which may cause injury and require the use of intervention techniques. May be exposed to occasional safety hazards including but not limited to slips/falls, falling objects, hazardous chemicals/materials, cuts, burns, and eyestrain. Must exhibit flexibility in work schedule and job tasks.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee sits and rides on the bus for extended periods of time. The employee typically stands, walks and balances while bus is in transit to provide needed assistance to students. The employee typically lifts students of varying weights onto the school bus, and climbs steps to get into bus. Occasionally the employee stoops, kneels, crouches or crawls. The employee uses normal vision demands, with occasional long-distance requirements. The employee typically converses verbally with the students, family members, general public, program staff and others. While performing duties of this job, the employee intermittently sits, stands, walks, and uses hands to help students learn basic living skills, and accomplish personal, vocational, educational, developmental and social skills. The employee occasionally reaches with hands and arms, climbs, balances, stoops, kneels, crouches or crawls. The employee occasionally lifts or exerts force on items, which weigh up to 50 pounds. Frequently, the employee may have to lift or move a student. The employee commonly talks and hears when working with students, and exhibits usual vision demands, with little or no detail or long distance requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the care and supervision of students with disabilities; MUI/UI's; Rights of Ohioans; Blood-borne pathogens and communicable diseases; child growth and development; family dynamics; child abuse and neglect recognition reporting requirements; and developmentally appropriate practices.

Ability to: maintain effective working relationships and communicate with individuals with developmental disabilities; maintain good public relations with general public and other drivers; effectively supervise students in accordance with county board code of conduct and approved behavior management plans; follow verbal and written instructions; maintain confidentiality of protected health information and sensitive subject matter; demonstrate patience; implement lesson plans as directed by an Intervention Specialist that are developmentally appropriate and educational; understand and follow general instructions.

Skill in: verbal and written communication; meeting the needs of developmentally challenged children; providing general childcare; physical management of students and equipment.

QUALIFICATIONS, LICENSURE, AND CERTIFICATION REQUIREMENTS

High school diploma or equivalent required; obtain and maintain First Aid and CPR Certification, obtain and maintain Ohio Department of Education Educational Aide Permit.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Superintendent ____/____/____
Date

EMPLOYEE UNDERSTANDING

Employee ____/____/____
Date