



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
SCHOOL BUS ATTENDANT - SPECIAL EDUCATION**

QUALIFICATIONS:

1. Possesses high school diploma.
2. Demonstrates ability to work with special needs children.
3. Maintains patience and understanding in working with disabled children.
4. Is physically capable of lifting 60 pounds and maneuvering physically disabled children.
5. Is able to maintain confidentiality as required and appropriate.
6. Successfully completes required criminal history background check and has proof of U.S. citizenship or legal resident alien status.
7. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Plant Operations and Maintenance or designee

JOB GOAL: To insure the safety and well being of handicapped children from their homes to their destination and on the return trip home. To assist the school bus driver in maintaining appropriate behavior on the bus.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Assists children in safely boarding the bus, leaving the bus and entering the school building, house or other destination.
- b. Ensures that children are seated safely and comfortably while riding on the bus.
- c. Controls the behavior of the children while on the bus.
- d. Operates wheelchair lift and wheelchair lock-in devices.
- e. Tends to the welfare of the children by occupying their time through an activity such as reading to them.

- f. Implements emergency procedures in the event of an accident to the driver or children.
- g. Assists the driver in maintaining discipline on the bus and reports violations to the building principal or other authorized individuals in accordance with established procedures.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
- c. Demonstrates an openness to discuss suggestions.
- d. Recognizes the challenges of disabled children, treats them with warmth, friendliness and understanding.

3. School and Community Relations

- a. Displays tact and courtesy when dealing with students, colleagues, parents, residents and others in the performance of this position.
- b. Works cooperatively with the Director of Plant Operations and Maintenance or designee, colleagues, students, parents and others as necessary for the effective functioning of this position and the school transportation system.

4. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

5. Other

Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Plant Operations and Maintenance or designee.

TERMS OF EMPLOYMENT: Salary and work year to be established in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-certificated Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting
DATE: August 21, 1996
REVISED: **March 14, 2007**