

UNION TOWNSHIP PUBLIC SCHOOLS

Paraprofessional

TITLE: PART TIME SCHOOL BUS AIDE

QUALIFICATIONS:

1. Ability to read, write and to perform assigned duties.
2. Minimum experience as determined by the board.
3. Knowledge of bus passenger safety and effective discipline procedures.
4. High School Diploma or equivalent.
5. Acceptable verbal and written communication skills.
6. Ability to participate in all required bus aide training and professional development including CPR, EPI and First Aid training.
7. Ability to perform assigned duties.
8. Successfully pass a Physical Examination, Mantoux and Criminal History Review.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Transportation Supervisor

JOB GOAL: To assist the bus driver in providing safe transportation of students.

PERFORMANCE RESPONSIBILITIES:

1. Get on and off the bus to assist students boarding at each stop.
2. Assist the bus driver with maintaining discipline on the bus.
3. Provide written records of student violations to the transportation supervisor.
4. Constantly monitor students' well-being and behavior during the route.
5. Respond appropriately to students' needs during the route and notify the driver if an emergency exists.
6. Be familiar with the route in order to assist a substitute driver.
7. Assist the driver in keeping the bus clean.
8. Secure special needs students with restraints, tie downs (e.g. wheelchairs, seat belts, car seats, etc.) for the purpose of ensuring the safety and well-being of students.
9. Provide First Aide and/or CPR only as trained and required by the situation.
10. Participate in scheduled emergency bus exit drills.
11. Assist bus driver and students in case of an accident.
12. Protect confidentiality of records and information about students.

TERMS OF EMPLOYMENT: 10 MONTHS

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by:

Date:

Revised:

UNION TOWNSHIP PUBLIC SCHOOLS

BUS AIDE (continued)

LEGAL REFERENCES:

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| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record |
| <u>N.J.S.A.</u> 18A:16-2 | Physical examinations; requirement |
| <u>N.J.S.A.</u> 18A:25-2 | Authority over pupils |
| <u>N.J.A.C.</u> 6A:14-3.9(a) 7 | Related services |
| <u>N.J.A.C.</u> 6A:27 | Student Transportation |
| See particularly: | |
| <u>N.J.A.C.</u> 6A:27-11 | Safety |
| <u>N.J.A.C.</u> 6A:27-12.1 | Drivers and aides |
| <u>N.J.A.C.</u> 6A:32-6 | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.