

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2012
RANGE: 34.5
CLASSIFIED
CODE: 4, 5, 7

TRANSPORTATION AIDE

DEFINITION

Under general supervision, assist with transportation needs of children;

perform a variety of functions related to the special needs of children being transported;

do other related work as required.

EXAMPLES OF DUTIES

Assist drivers loading and unloading students, and supervise students while riding the bus;

attend to any special needs that may occur on the vehicle including behavior;

work with parents, teachers, instructional aides and drivers to meet the needs of the students and their IEP's if applicable;

administer first aid as needed.

QUALIFICATIONS

Knowledge of:

Basic concepts of children with special needs;

behavior management strategies;

appropriate English usage and communication skills.

Ability to:

Maintain appropriate student behavior;

perform appropriately in situations requiring tact and diplomacy;

understand and carry out oral and written instructions;

establish and maintain cooperative working relationships;

bend, squat, run, ride on bus for up to four hours at a time;

lift 50 pounds.

Experience:

One year of paid or volunteer experience working with children.

Education:

Equivalent to completion of the twelfth grade.

Conditions of employment:

Ability in the first six (6) months of employment to secure a certificate for first aid and CPR issued by the American Red Cross or equivalent.

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/18/15

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