

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Special Education Bus Monitor - Nonpublic/Special Programs	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 Paraeducators'
ISSUED:	December 9, 2008		

BASIC FUNCTION:

Provide supervision and assistance to special education students at bus stops and in buses while traveling to and from a nonpublic special program or school.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise and assist students at bus stops. **E**

Meet bus at designated locations. **E**

Maintain order on a school bus transporting special education students who attend a nonpublic special program or school. **E**

Support behavior management program. **E**

May be required to implement behavior strategies and techniques which could include the physical restraint of a student while being transported to and from a nonpublic special program or school.

Assist with lifting and moving designated students as necessary in and out of buses. **E**

May contact parents and teachers to coordinate pickup schedules and provide information on students, ridership, activities, behavior, and needs.

Enforce district policy and procedure in maintaining discipline on buses and at bus stops. **E**

Participate in staff development programs as directed. **E**

Render first aid to students on an emergency basis. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Completion of inservice training in care of students with disabilities, transportation regulations, safety, and bus evacuation procedures.

Personality and character traits suited to the supervision and care of students with disabilities at bus stops and enroute.

Appearance, grooming, and language patterns that will provide a positive example for students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Interpersonal skills using tact, patience, and courtesy.

Behavior management strategies and techniques.

Reading and writing English communication skills.

ABILITY TO:

Recognize limitations of students and to provide encouragement and support.

Establish and maintain effective working relationships with others.

Render basic first aid.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor, indoor and bus setting.

PHYSICAL REQUIREMENTS:

Strength and stamina sufficient to provide required assistance to students with disabilities; personality and character traits suited to the supervision and care of students with disabilities at bus stops and enroute; hearing and speaking to exchange information; seeing to perform assigned duties; sitting and standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting heavy objects or students.

SPECIAL REQUIREMENTS:

May work early, late, and/or split shifts.

May be required to obtain certification in behavior management strategies and techniques specific to the nonpublic program/school that serves students with disabilities.

Positions in this job class may be gender specific based on the students that are being supported and the special program or school attended.

DISTINGUISHING CHARACTERISTICS

This job class differs from the Instructional Aide (Bus) job class in that incumbents do not provide any instruction or tutoring reinforcement activities but, instead, monitor the physical well-being of students with disabilities who attend a nonpublic special program or school and support behavior management plan as necessary.

Issued: 12.09.08

Job Code 6439

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