

Temporary Transportation Aide – Special Education

Position Details

Class Code: 0102

Job Family: Paraprofessional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 41-D1 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, serves as a temporary employee and assists in a variety of duties related to the transportation of physically challenged students.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists bus driver with maintaining discipline and encouraging acceptable behavior.
 2. Attends to needs of physically challenged students during route.
 3. Assists driver with loading and unloading students to ensure passenger safety.
 4. May be required to assist with heavy lifting.
 5. May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
 6. Conforms to safety standards, as prescribed.
 7. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves assisting bus driver in transporting mentally, physically, emotionally, and multiple handicapped students.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic first aid, CPR/AED, and Universal Precautions.
 2. Ability to work effectively with physically challenged students.
 3. Ability to interpret and apply verbal/written instructions.
 4. Ability to deal with unusual student behavior and crisis situations.
 5. Ability to learn and apply bus rules, regulations, and procedures.
 6. Ability to work with parents of physically challenged students using tact, patience, and diplomacy.
 7. Ability to recognize and report hazards and apply safe work methods.
 8. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)

- * This is a temporary position.
- * There are no employee benefits attached to this position.

NOTE: Persons hired into this position will be permitted to work a maximum of 19.9 hours per week, not to exceed 720 hours per year in a 9-month assignment or 1039 hours per year in a 12-month assignment.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current CPR/AED and First Aid certificates from the American Heart Association, American Red Cross, or other similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

A copy of the front and back of the CPR/AED and First Aid certificates must be uploaded into the application.

Preferred Qualifications

Experience working with special needs children.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Current First Aid certificate. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 4. Current CPR/AED certificate. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools (extensive travel to and from schools, transportation facilities, and other District sites), etc.

Work Environment

Strength

Sedentary to heavy - exert force of 10-100 lbs., occasionally, frequently, or constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Supplies associated with the care and transportation of special needs students, first-aid kits, hand-held radios, school supplies, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 09/19/23
- Created: 07/01/88