

TITLE: SPECIAL EDUCATION PARAPROFESSIONAL – Bus Aide

QUALIFICATIONS

1. At least two years of college-level coursework or an Associate's Degree in education or related field or experience that the Board deems necessary.
2. Previous aide or teaching experience preferred
3. Demonstrated ability to assist students with personal needs as identified in an IEP
4. Ability to maintain a positive environment
5. Works well with students, staff, and the public
6. Excellent interpersonal and communication skills
7. Able to work under pressure
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO

SPED Director and/or Building Principal and bus driver

JOB SUMMARY

To work supervising and supporting students on an IEP while they ride to and from school each day.

MAJOR DUTIES AND RESPONSIBILITIES:

Working with Students

1. Provide immediate feedback on student performance to supervisors
2. Respond to students' questions and requests for assistance
3. Observe students' behavior habits and provide correction or refocus as needed.
4. Encourage students to strive to meet their highest potential
5. Communicate bus rules and encourage students to set and maintain standards of behavior

Other Classroom Assistance

1. Alert supervisors to any problem or special information about an individual student
2. Keep supervisors informed of activities and any issues that may arise
3. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Other

1. Keep accurate records and maintain individual records for each student
2. Attend IEP meetings as required
3. Seek assistance should emergencies arise
4. Represent the school district in a positive manner
5. Know and follow school district policy and chain of command
6. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the SPED director and/or building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance