

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Bus Aide**

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**FLSA Status:** NON-EXEMPT

**Classification:** Classified

**Terms of Employment:** 180 days, hours per day determined by route and specific assignment requirements

**JOB GOAL:** To assist bus drivers and special needs students on the special education bus as students are transported safely to and from their schools and activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSO.

1. Assists special education bus driver with handicapped students on special education bus.
2. Assists with needed paperwork and reports.
3. Assists with arranging, organizing and cleaning special equipment on the bus.
4. Maintains student records, as necessary.
5. Monitors student action with their safety foremost in mind.
6. Observes progress and problem areas of students for referral to the driver parent and/or the school.
7. Maintains safety and discipline by supervising and/or assisting in the supervision of students on the special education bus and in loading and unloading special education buses at school and on field trips.
8. Assists children up and down bus steps/lifts; secures students safely in seat belts/harnesses, or car seats; remain on or by the bus prepared to perform this duty.
9. Maintains the confidence and cooperation of students, dealing tactfully with students, parents and school personnel.
10. Establishes and maintains effective working relationships with those contacted in the course of work.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Ability to communicate effectively, both orally and in writing, with parents, schools, and students.
2. Ability to display tact and courtesy.
3. Ability to relate to adults and children of all ages, particularly those with special needs.
4. Ability to lift 50 lbs.
5. Knowledge of educational, behavioral and emotional principles and techniques.
6. Knowledge of correct English usage and grammar.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Experience in food preparation or nutrition services preferred.

#### **Licenses and Certifications:**

1. Current CPR/AED/First Aid Certification
2. Valid Nevada Driver License

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/medium-exert force to 50 lbs. occasionally; 10-25 lbs. frequently; up to 10 lbs. constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical office, classroom, shop, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

**Vision:** May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Varies from climate-controlled office setting to work outdoors or on bus in temperatures ranging from mild/moderate to extreme. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

**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).

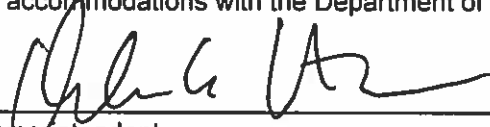
**Working Conditions:** Safety equipment and supplies necessary to carry out the functions of the position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
Superintendent

5/30/17  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_