

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PARAPROFESSIONAL
CLASSIFICATION: SPECIAL EDUCATION
JOB TITLE: TRANSPORTATION ASSISTANT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent – Special Education/SELPA or designee, transport varying types of special education students to and from programs in a safe and prudent manner.

RESPONSIBILITIES:

Report daily to the Special Education Office to receive any information pertaining to routes, conditions, etc. **E**

Maintain daily cleanliness of assigned vehicle and fuel up vehicle as needed. **E**

Keep interior and exterior windows and mirrors clean on assigned vehicle. **E**

Operate all vehicle equipment safely and correctly. **E**

Monitor and safely transport students as assigned and in accordance with all traffic and safety guidelines and statute. **E**

Load and unload transported students at home and at program sites. **E**

Perform duties with students, parents and others in a diplomatic and professional manner. **E**

Participate in in-service training and meetings as directed by the Assistant Superintendent of Special Education, or designee. **E**

Observe and deal with physical, mental, medical or emotional problems of transported students on a one-to-one basis. **E**

Maintain discipline and order at all times. **E**

Have knowledge of students with severe medical problems, their symptoms, and necessary responses. **E**

Communicate with programs regarding students as appropriate or required. **E**

Perform the duties of Substitute Paraeducator, as required and assigned by the Assistant Superintendent or designee, to meet student and program needs. **E**

Perform related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Behavior of emotionally disturbed students
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Basic record-keeping techniques

ABILITY TO:

Demonstrate a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional characteristics
Understand and follow both oral and written directions

Communicate effectively with children, parents and adults
Establish and maintain effective working relationships with students, parents and the public, including members of ethnic communities
Understand and apply rules, regulations, policies and procedures
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

One year of experience working with children in an organized setting.
Meet Title I Paraprofessional requirement: high school diploma or the equivalent, and two (2) years college coursework (48 units); or Associate's degree or higher; or pass local assessment of knowledge and skills in assisting in instruction.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request
Valid Basic First Aid and CPR certification

WORKING CONDITIONS:

ENVIRONMENT:

Drive a vehicle to transport students as assigned.
Public or private community site.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during transportation.
Good level of general health, vision and hearing.
Hearing and speaking to exchange information.
Bending at the waist to assist students.
Sitting for extended periods of time.
Lifting and carrying up to 40 pounds.
Pushing or pulling children in wheelchairs.
Dexterity of hands and fingers.

Employee Group: Classified - CCESP

FLSA Status: Non-Exempt

Salary Schedule: 140

Approval Date: June 2021