

Red Wing Public Schools Position Description

Transportation Special Education Assistant

General Information

Department: Special Education
Unit: RW Education Support Personnel Association
Immediate Supervisor: Director of Special Education
Grade Placement:
FLSA Status: Non-Exempt

Position Summary

The Special Education Assistant provides supervision and assistance to children assigned to special education transportation routes.

Essential Duties and Responsibilities if Assigned to a Bus

1.	Understands each student's transportation route and loading/unloading procedures.
2.	Remains alert to student and driver needs. Responds to needs according to each student's IEP or IHP in accordance with bus and school policies and procedures. Administers emergency medications as needed.
3.	Monitors student behavior. Communicates behavior problems with the driver. Communicates with students, parents, school personnel, and transportation personnel.
4.	Assists students with loading and unloading. Conducts emergency evacuation from the bus, including exiting from the emergency door.
5.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED and highly qualified as a Special Education Paraprofessional (2 year degree or pass the Paraprofessional Test)
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	None
Licenses / Certifications Required:	Training and certification in Restrictive Procedures / Crisis Prevention and Intervention (CPI) or district-determined equivalent

Essential Knowledge Required to Perform the Essential Functions of the Position

- District policies, guidelines, rules or philosophy pertaining to discipline, appropriate student behavior and consequences, and confidentiality.
- Problem solving and conflict resolution techniques.
- Behavioral management strategies, crisis intervention and methods.

Essential Skills Required to Perform the Work

- Oral and written communication skills.
- Establishing and maintaining effective working relationships with transportation staff, school staff, students, parents, and the public.
- Monitoring student behavior and safety.
- Communicating and enforcing school policies and procedures.
- Applying judgement when dealing with students.
- Resolving conflicts
- Maintaining required documents and records pertaining to job responsibilities.
- CPI training and hold to protect injury to self and student.
- Implementing emergency procedures and medications as needed.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Employee(s) may be exposed to some disagreeable conditions involving human/student contact, verbal outbursts, physical aggression, exposure to body fluids and the like.

Classification History and Approval

Created: July 19, 2018

Revised: August 30, 2019