

**Gridley Unified School District  
Job Description**

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**JOB TITLE: TRANSPORTATION AIDE - SPECIAL EDUCATION**

SALARY LEVEL: 1

UNIT: Classified

DEPARTMENT: Special Education

LOCATION: Transportation

REPORTS TO: Director of Special Education

BOARD APPROVED: 07/19/2023

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**SUMMARY:** Under the direction of the Director of Special Education, the Transportation Aide- Special Education is responsible for assisting a bus driver to ensure a safe ride for targeted special education students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervise targeted students entering, leaving and traveling on the bus.

Ride bus to and/or from school to attend to needs of students who have medical or behavior needs.

Assist the bus driver with supervision of the behavior of all riders.

Assist bus driver in loading and unloading students.

Implement any individual programs deemed necessary to foster a safe bus environment.

Maintain required reports on targeted students as needed.

Maintains sanitary personal habits and a clean, neat appearance.

Maintain a firm but patient and courteous attitude toward students.

Establish and maintain positive working relationships with school staff, public, parents and students.

Performs other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 1 year related experience or experience working with Special Education students or students that demonstrate difficult behavior, or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization both orally and in writing. Ability to interact with students that ride the bus on a positive and practical level. Knowledge of rules governing correct grammar, spelling and punctuation.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations. Ability to exercise tact and good judgement in dealing with students.

**OTHER SKILLS AND ABILITIES:** Ability to work flexible hours. Ability to demonstrate a high degree of positive contact with assigned students. Knowledge of techniques and methods of child supervision. Knowledge of cultural and physical differences and needs of children.

**CERTIFICATES, LICENSES, REGISTRATIONS:** District First Aid and CPR training may be required and will be provided. Training in special behavior intervention procedures may be required and will be provided.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, grasp and manipulate small objects, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell. The employee must occasionally lift and/or move, push and/or pull up to 70 pounds. However, while lifting amounts above 70 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, cold, heat, noise, vibration, chemicals, or airborne particles, and mechanical hazards. The noise level in the work environment is usually moderate to loud. The employee may occasionally be exposed to violent or abusive behavior.