

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

- Position:** Special Educational Assistant/Driver
- Supervisor:** Director of Special Education/Principal
- General Job Description:** To oversee the conduct of passenger behavior while ensuring safe transportation. To provide transportation for individual students to job sites or home based school and provide needed assistance to individual students.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Communicate effectively both verbally and in writing.
5. Assist licensed personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness in school environment.
8. Work in harmony with Certified Bus Drivers.
9. Maintain discipline when students are on the bus.
10. Assist young or disabled students in getting on or off the bus.
11. Assure students get on and off the bus in an orderly fashion.
12. Assist students with personal items in the vehicle.
13. Assist students into or out of seats, and responsible for the students to utilize safety belts.
14. Other tasks as may be deemed appropriate and necessary by the immediate supervisor(s).

Additional Duties and Responsibilities:

1. Adhere to high standards of performance and interpersonal relationships with students, parents, teachers and classroom assistants.
2. Attend annual 8 hour inservice for all employee.
3. Keep the interior of the vehicle clean and neat

Qualifications:

1. High School diploma or GED. Minimum of 60 college hours.
2. Possess or qualify for a New Mexico Level I Educational Assistant License.
3. Demonstrated aptitude for the work to be performed.
4. Required to attend New Mexico Pupil Training Institute every three years.
5. Must complete/pass first aid course.
6. Possess a valid New Mexico driver's license and obtain a CDL within 60 days of hire date.
7. Pass an annual driving record check with MVD.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Attend/pass CPR and First Aid course.
2. TB Test
3. Knowledge of universal hygiene precautions
4. Knowledgeable of MSDS materials.

Equipment/Materials Handled:

1. Proficient in the operation and care of chair lifts.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Job responsibilities require both inside and outside assignments, including during inclement weather. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Must be flexible in work schedule . May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of employment:

Salary and work year to be established by the Board.