



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

DRAFT

Title: **Van Driver/ Special Education Para SH**

Classification: **Classified**

Work Year: **193 Days / 10 Months**

Reports To: **Site Administrator/Transportation Supervisor**

Salary: **Classified Salary Schedule #3**

Range: **15**

BASIC FUNCTION: Under the direction of the Special Education Director and site administrator, the Van Driver / SH Paraeducator provides transportation to and from school. Safe operation of a 9 passenger or less vehicle and ensuring the safety of student passengers while meeting established transportation schedules. Works to support instructional activities of special needs students from moderate to severe disabilities. A majority of the assignment is working directly with students in a capacity that meets learning and physical needs of students as determined by their respective Individualized Educational Plan (IEP). Provide interventions and respond to inappropriate behaviors: assess crisis situations, intervenes and defuses as appropriate, provides discipline and guidance to the students in the classroom and while they are on the van.

ESSENTIAL JOB FUNCTIONS. *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements. Duties may include, but are not limited to the following:*

Paraeducator duties:

- Assist students (e.g. tying shoes, mittens, hats, coats, etc.) for the purpose of providing for their needs during transport, safe loading and unloading from vans including both emergency situations and normal transport. May be required to render medical aid or other required services to students during transport.
- Instruct students for the purpose of enforcing rules and regulations and providing positive discipline and guidance for students.
- Monitors student behavior for the purpose of preventing distraction or injury to themselves or other students in all educational settings.
- Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Secures students and/or equipment (e.g. wheelchairs, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.
- Provides courteous, professional contact with parents, students and general public.
- Assist the teacher in planning and carrying out the activities of the instructional program while maintaining effective communication to assure that appropriate and positive institutional goals are implemented and assessed on a regular basis.
- Work independently with one to one or with small groups of students in a classroom setting, and including physical tasks to meet the needs of students with disabilities.
- Participate in appropriate staff development activities as designed or directed by the District which may include strategies for working with behavioral and educational needs of the students.
- Interpret purposes and activities of the instructional program and District mission to students, parents, and community members.
- Maintain records as needed for program management and legal compliance.
- Observe and control behavior of children in non-classroom settings such as playground, PE classes, van loading and cafeteria and other recreational activities as directed. May include lifting, pushing wheelchairs, assisting student with adaptive equipment.
- Work collaboratively with lead teacher to provide parenting education when appropriate in the classroom.
- Assist teacher with students who have behavioral, physical, language, and learning disabilities.



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- Observe and assist in emergency situations involving aggressive or uncontrolled behavior of identified students according to approved Crisis Preventative Intervention (CPI) procedures as trained; provide input as requested following emergency behavior incidents; report progress regarding student performance and behavior to assist students to achieve their personal best.
- Assist in responding to inappropriate behaviors, assess crisis situations, assists in interventions and defuses as appropriate.
- Work with students or class consisting of students who have been expelled, suspended, or placed by the court systems.
- Provide intervention as directed by teacher in group or one on one settings.
- Maintain alertness to changing environment (group and/or individual) that could lead to disruptive, aggressive self-injurious behavior: if other means of redirection are not successful, restrains any students who become combative and/or physically abusive to self or others
- Perform clerical task associated with IEP meetings and may participate in meetings at teacher request. Operate a variety of office equipment and classroom equipment as necessary.
- Assist students in mainstream classrooms as needed.
- Assist student with personal hygiene, feeding, toileting, bathing, vocation-related functions, positioning and other independent living skills. Will include lifting from wheelchair and/or other adaptive equipment.

Transportation Assistant duties:

- Assist in maintaining the district van and other motor equipment in a clean and safe operating condition.
- Maintain good order among students in the van following District policies regarding the disciplining of children.
- Make routine safety checks, report problems or equipment malfunctions.
- Maintain required records. File accident reports when necessary.
- May be required to (re)fuel District owned vehicles.
- Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils and other District employees.
- Drive vans or automobiles as needed to transport individual or small groups of students whose schedule or destination needs are not compatible with routes or special time limitations.
- Operate two-way radio and other related equipment.
- Other duties as assigned.

QUALIFICATIONS:

- Knowledge of safe driving practices, State laws, rules and regulations pertaining to pupil transportation.
- Must possess/maintain a valid California Driver's License (Class A, B, or C, obtain P endorsement).
- Possess and maintain a safe driving record (DMV H-6)
- Must possess valid First Aid and CPR Certification



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Specific Knowledge of:

- Teaching methods and techniques related to the school's instructional plan.
- Institutionally appropriate approaches for the assigned classroom.

SPECIFIC ABILITY TO:

- Accept supervision and work harmoniously with the staff. Communicate with faculty, staff, administrators, parents, and others to exchange information and resolve issues or concerns; answer telephone, take messages, and provide general class and student information to parents and others as assigned.
- Support school/program staff in planning and implementation of instructional program and related activities.
- Show care and concern for students in an educationally appropriate manner.
- Maintain appropriate confidentiality about the status of students and classroom activities.
- Communicate effectively both verbally and in writing in English.
- Work cooperatively with administration, other employees, and the public.
- Contribute to the successful fulfillment of the District Mission.
- Conduct responsibilities of the position based on information and instructions provided in English.
- Learn and appropriately apply District policies and procedures and other regulations related to the issues, needs and requirements of students with severe social-emotional needs.
- Learn and apply current technology to assigned duties.

WORKING CONDITIONS

These physical characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job safely.

(Paso Robles Joint Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.)

- Mobility sufficient to move about, stand, and/or sit for extended periods, and access all locations in the work environment.
- Position requires employee to Drive 15%, Stand 20%, Walk 25%, sit 25%, and stoop/kneel/crouch 15% of work time.
- Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including a telephone and a computer.
- Flexibility and strength to reach with hands and arms, bend and stoop, and crouch.
- Facility to hear and understand speech at normal room levels,
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Facility to see, read, and distinguish colors with or without vision aids: computer screen, equipment used in the work environment, instructional materials, training materials, directions, rules, calendars, agendas, manuals, and other printed matter.



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- Physical strength and agility to push, pull, twist, turn, squat, lift, and carry bulky objects of up to 75+ pounds with or without assistance.
- Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
- High tolerance for continuing stressful situations.
- Speaking to students. Writing on blackboard is not essential, but helpful; moving around the classroom, and interacting with the children.
- Lift cases of paper and operate equipment necessary for the job. (i.e. overhead projectors and other media devices).
- Employee will show safe ability to perform a transfer/wheelchair handling of at least 60lbs from floor assuming student assistant in transfer.
- Driving a vehicle in cold, and/or wet-rainy, or windy, or humid, or hot conditions without the use of a air conditioner.
- May drive in heavy-congested traffic in bright daylight or during night time hours.
- May be required to drive through limited visibility due to rain, fog, and dust and/or snow conditions.
- Being exposed to students that may be suffering from colds, flu or other illnesses/disabilities.
- Being exposed to dust, pollen and gasoline, diesel and/or methanol exhaust fumes for a limited amount of time.

EXPERIENCE AND EDUCATION

- High School diploma or GED equivalent.
In accordance with Education Code 45330 and the federal No Child Left Behind Act of 2001, all Instructional Aides employed by the Paso Robles Unified School District prior to January 8, 2003 shall meet one of the following requirements and all of those hired thereafter:
- Completion of at least two years of study at an institution of higher education. Two years of study means the equivalent of full-time study (12 units) per semester, for a total of **48 credit hours (units)**. An institution of higher learning is one that provides an educational programs for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree. Courses of study pursued in the two years of study should enable the paraprofessional to demonstrate knowledge of and the ability to assist in instructing reading, writing, and math or in school readiness. **(Need Original/Certified Transcripts).**
- Possession of an associate's degree or higher. **(Need Original/Certified Transcripts).**
- Passage of a local assessment, which meets the requirements of the federal No Child Left Behind Act of 2001. The Paraprofessional Aide test previously utilized by the District in accordance with Education Code 45344.5 has been determined to not meet the requirements of the No Child Left Behind Act of 2001.

Dated: August 5, 2021 Revised 9/7/21