

Civil Division: Sauquoit Valley Central School District  
Jurisdictional Class: Pending Jurisdictional Classification (PJC)  
EEO Category: Administrative Support  
Adopted: 09/29/14

### **SCHOOL BUS ATTENDANT/TEACHER AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a school district and involves responsibility for both overseeing and administering to the needs, comfort and conduct of student bus passengers and the responsibility for helping school teachers with duties related to the teaching process that can be performed by non-professional personnel. The duties and responsibilities in helping classroom teachers may vary depending upon the grade level involved. The work is performed under the direct supervision of the Transportation Supervisor and under the general supervision of the School Principal. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Rides on a school bus for the purpose of assisting pupils to climb aboard and descend from the bus;  
Aids handicapped students to get on and to get off the bus and be seated;  
Maintains order on the bus and makes certain that student passengers are seated while the bus is in motion;  
Assists students and driver as needed;  
Assists in setting up classroom equipment for various classroom activities;  
Occasionally oversees class when teacher is out of the room;  
Fills out, copies or types reports, etc. from various rough drafts;  
Assists in routine classroom housekeeping chores;  
May operate a lift to load and unload handicapped student passengers and secures restraint devices and/or wheel chair locks;  
May assist teachers in the correction of various test papers, recording of grades, maintaining files and preparing statistical reports;  
May be assigned to assist handicapped students to take notes, gather books, and aid them with other school related activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good general intelligence; familiarity with the various bus routes in the district and their stopping places for students; ability to get along well with students and command their respect; familiarity with classroom routine; ability to establish good relationships with students, teachers, and co-workers; ability to communicate effectively; ability to establish and maintain discipline; good judgment; tact; resourcefulness; courtesy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

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