



Job Title: Bus Assistant, Special Education

Department: Transportation
Reports to: Terminal Manager; Lead Driver
Compensation: MT-A
Number of Days: 172
Overtime Status: Non-Exempt
Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: It is the responsibility of all bus assistants to assist the bus drivers to provide safe, efficient transportation for special education students to and from school.

Minimum Qualifications/Job Requirements:

- Education: High school diploma
- Experience: None required
- Specific Training/Skills: MANDT, first aid, CPR
- Specialized Knowledge, Licenses, etc.: None

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Oversees the loading and unloading of students, releasing students to authorized individual
- Help with the transfer of students from the door of the bus into a seat or wheelchair bracket and to see that each child is secured in a seat belt, wheelchair bracket, or special equipment before the driver continues on his/her route
- Ride in the rear area or student area of the bus while transporting students so all students are visible and accessible
- Maintains order and proper discipline of passengers; resolving disputes, assist in documenting and reporting severe disciplinary issues
- Responsible for student discipline on the bus while it is moving
- Report to the driver if a student is brought to the bus in an unsanitary condition either from the home or school
- Ride other routes as necessity dictates
- Assist the driver in checking the lights and with cleaning the bus
- Attends meetings, programs, and in-service training as assigned
- Ability to work collaboratively with others on a team
- Performs other related duties as assigned

Customer Contacts:

- Internal: Transportation personnel, maintenance staff, and school personnel
- External: Students, patrons, and public

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Outdoor in bus environment
- Transportation industry

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.