

The Transportation Instructional Assistant (IA) provides support services to students who are receiving Transportation as a related service on their Individualized Education Program. The Transportation IA performs a variety of duties including supervision of students, assisting students with skills of daily living, ensuring the safety of students, and providing care to students as outlined in the students' Health Care Plan.

Chain of Command

The Transportation Instructional Assistant works under supervision of the Director of Transportation.

Competencies of the Transportation Instructional Assistant

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Patient and student-centered
- Working under pressure to meet timelines and handling multiple and changing priorities
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

Essential Duties of the Transportation Instructional Assistant

- Ensures safety of students
- Assists students with skills of daily living
- Communicates effectively with parents, bus drivers, and other relevant staff members
- Maintains confidentiality
- Supports implementation of student behavior plans
- Utilizes proactive behavior supports & assistance to assist students with maintaining a safe and orderly environment
- Provides support to students while riding the bus and in various other settings, which may include special areas, lunch, playground, etc.
- Ensures safety of children including securing safety belts, car seats, and wheelchairs on buses
- Proper use of restraint to ensure the safety of all children
- Attends to medical and personal hygiene needs
- Helps students to and from buses and vehicles
- Picks up and drops off students including escorting students to and from classrooms, delivering messages from parents or teachers, and helping students with backpacks and jackets.
- Performs other duties of a similar nature and level as assigned.
- Participate in training and provide care to students as outlined in the students' Health Care Plan.

Minimum Qualifications

High School Diploma or GED

Associates Degree OR 60 higher education credit hours OR a qualifying score on a state recognized paraprofessional exam may be required.

Date Revised

1.8.2020