CABELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: **Standby Transportation/Special Education Aide Itinerant**
REPORTS TO: **Building Administrator, Teacher and Special Education Supervisor as well as the Director, Coordinator, & Supervisor of Transportation**
JOB GOAL: To report to the Transportation Complex daily to substitute for unfilled transportation aide absences or vacancies as well as report to any school as directed by the Supervisor or Director of Transportation.

QUALIFICATIONS

1. Be at least a high school graduate or equivalent.
2. Must have a current First Aid and CPR certification.
3. Meet the health qualifications required of teachers.
4. Have a general understanding of the purposes and organization of public education.
5. Have a general understanding of Special Education and each disability and how they relate to student performance and behavior.
6. Have effective oral and written communication skills.
7. Demonstrate emotional stability and the ability to work well with others.
8. Be able to provide for the health, safety and welfare of all students.
9. Be able to analyze a task/job as a whole and break down into simple steps and communicate these to the student.
10. Be able to assist students with specialized equipment, including, but not limited to, computers, wheelchairs, augmentative communication devices, prone standers, therapies, etc.
11. Be able to maintain the same high level of ethical behavior and confidentiality of information about students as expected to fully licensed teachers.
12. Be flexible in the scheduling of lunch and breaks as determined by student needs and I.E.P. goals.
13. Be willing to learn to use equipment/materials associated with inclusion, transitional community-based education, or vocational program settings which may include assisting students during the use of public/county transportation systems.
14. Be capable of lifting/restraining/transferring students.
15. Be willing and capable of attending to the personal hygiene/toileting/bathing needs of students located in the school. Catheterization may be required.
16. Be willing to perform specialized health care procedures as designated by the school nurse. Be willing to receive training in specialized health care procedures.
17. Be willing and capable of performing therapies as prescribed by physical/occupational therapists. Be willing to receive training by the licensed therapist.

DUTIES

1. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher/therapist.
2. Assist the teacher in devising special strategies for reinforcing material or skills based in the understanding of the individual students.
3. Assist with the supervision of students during emergency drills, assemblies, play periods, bus duty, lunch periods, detention, field trips, and school activities.
4. Assist teachers in carrying out all daily school activities, including formal observation and assessment of student skill levels.
5. Assist teacher in developing and implementing individual behavior management programs.
6. Assist students with personal hygiene, toileting, and implementing toileting programs – not limited to special education students.
7. Assist in preparation of classroom and materials
8. Check notebooks, correct papers, and supervise testing and make-up work as assigned by teacher.
9. Function as an extension of the classroom teacher in the special classroom, any mainstreamed program, inclusion and/or any transitional/vocational or community-based program requested. The transitional/vocational and community-based program may be located at a site other than assigned school.
10. Serve as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
11. Participate in staff meetings as assigned by building administrator/supervisor and/or Transportation Director.
12. Participate and complete special in-services for special specific class assignments, i.e. CPR, First Aid, Crisis Intervention and any other in-service which may be unique to specific students.
13. Dress in a manner that is not distracting to the students and conduct oneself in all phases of assignment in a manner befitting the position.
14. Will be utilized in other educational programs within the building based upon the students' needs/caseloads at the discretion of the building administrator/supervisor.
15. Participate and complete training in specialized health care procedures. Perform specialized health care procedures as designated by the school principal or special education supervisor after training has been provided.
16. Work as a departmental aide which may involve meeting the needs of students who are part of inclusion. May be required to work in more than one classroom during the day.
17. Exhibit promptness relative to schedules and work.
18. Participate in in-service training to upgrade skills.
19. Assist the bus operator as needed.
20. Perform other related duties as may be assigned by the immediate supervisor.