

Lenawee ISD

Job Description

Position Title: Bus Assistant
Area: Transportation
Reports To: LISD Special Education Transportation Supervisor
Supervises: n/a
Last Revised: March 2019

SUMMARY:

Work in collaboration with the LISD Transportation Staff and District Nurse to provide for the safety and special needs of students with physical and emotional impairments.

ESSENTIAL JOB FUNCTIONS: *include the following. Other duties may be assigned.*

- Assists students who are medically fragile, under the direction of the Special Education Transportation Supervisor and with training from either the District Nurse or student's physician
 - Participates and completes training sessions as necessary to learn how to recognize urgent or emergent situations such as: seizures, difficulty breathing, tracheostomy emergencies and serious allergic reactions
 - Performs such duties as suctioning and clearing tracheas, monitoring breathing, and lifting and positioning students safely for transportation to and from school
 - Participate and complete training session as necessary to properly utilize medical equipment. This equipment may include but is not limited to: portable oxygen, suction equipment tracheostomy, vagal nerve stimulator and emergency medication administration
 - Follows standard medical procedures as demonstrated and described by the District Nurse or student's physician
 - Supervises students who are medically involved, and takes necessary emergency steps
- Assists students who have behavioral difficulties under the direction of the LISD Special Education Transportation Supervisor and in cooperation with the building/program administrators and teachers
 - Implements behavioral management strategies which will minimize any danger to that student or other students
 - Will be available for consultation with other school staff such as administrators, social worker or school psychologist, behavior therapist and parents, in order to develop the necessary plans to maintain safe and orderly bus transportation if at all possible
- Cooperate and assist the Bus Driver and other staff to achieve safe loading and transportation of students* including but not limited to strapping of wheelchairs*
- Will be required to assist in safely lifting and positioning students in a variety of seating options such as wheelchairs, car-seats, or other transit-safe seating options

- Reports any incidents or concerns to the LISD Special Education Transportation Supervisor and/or District Nurse
- Adjusts schedule and/or makes arrangements for attending departmental and/or meetings as directed by LISD Special Education Transportation Supervisor
- Maintains high level of ethical behavior and confidentiality of information about students
- Universal Health Precautions
 - Participates in annual bloodborne pathogen training
 - Practices universal health precautions at all times
 - Restocks personal protective health and first aid equipment on the bus as needed
 - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD District nurse
 - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD District nurse
 - Maintains adequate amounts of health equipment on bus in order to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD District nurse
- Lifting/Body Mechanics:
 - Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s)
- Assumes other responsibilities and performs other duties as assigned by Supervisor.
- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer
- Physical Demands:
 - Must be able to lift 50 pounds
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
 - Handle high stress and multi-task situations

- Must have a regular and reliable level of attendance
- Occasional pressures due to multiple calls and projects
- May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- High school diploma
- Experience working with children/adults with medical and/or behavior difficulties

CERTIFICATES, LICENSES, and REGISTRATIONS REQUIRED:

- Current CPR/AED Card
- Current First Aid Card
- CPI Card

TERMS OF EMPLOYMENT

Approximately 180 – 230 days per school year
Hourly, Non-Exempt

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on “Staff Evaluation.”

Approved

by: _____

Date: _____

Reviewed and Agreed to

by: _____

Date: _____

LISD Nondiscrimination Statement

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to:

Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119.
Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad.

Para conseguir más información:

Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119.

Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

Lenawee ISD

Role Description

Position Title: Custodian II
Area: Facilities
Reports To: Custodial Supervisor
Supervises: May assign and check work of others
Last Revised: April 2017

SUMMARY:

Performs custodial and setup tasks. Assist in maintaining a safe and healthy learning environment in LISD Buildings and Grounds.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Performs all custodial tasks including but not limited to: dusting, sweeping, mopping, stripping and waxing of floors, carpet extraction, window cleaning, wall cleaning, trash removal, cleaning and sanitizing of restrooms & specialized educational equipment, room set-ups & assistance to outside groups and exterior grounds cleaning.
- Monitor and apply ice melt to parking lots and sidewalks as needed
- Setup and clean up breakfast and/or lunch and assist food service staff as needed
- Deliver receivables to teachers and/or staff
- Cleans and organizes custodial closets
- Cleans up accidental and/or bodily fluid spills as needed
- Performs all maintenance repair and improvement tasks including but not limited to painting, caulking, and light bulb changing.
- Responsible for identifying, reporting and correcting all facilities issues related to safety & security.
- Assists in the monitoring of snow removal and lawn care contractors to ensure their work is performed per their contracts.
- Accesses specialized tools, equipment and supplies needed from the Facilities/ Maintenance Building at the LISD TECH Center.
- Will provide assistance to other unassigned LISD facilities as needed.
- Assumes other responsibilities and performs other duties as assigned.
- Consistently uses personal protective equipment while performing tasks.
- Mentors and assists in the training and monitoring of new staff including staff with special needs and co-op students.
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards.

- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
 - Ability to balance figures

- Ability to compile statistics
- Ability to coordinate itineraries/meetings/events/schedules
- Ability to research information
- Ability to prioritize multiple tasks
- Ability to deal effectively with a changing environment and be open to new ideas
- Ability to communicate in person, via phone and computer
- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met
 - Must be able to cope with the mental and emotional stress of the position
- Working Conditions:
 - Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects
 - May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- Must be at least 18 years old.
- High school diploma or equivalent
- Must be in good physical health with ability to lift and balance 60 lbs.
- Minimum one (1) year work experience
- Knowledge of Exposure Control Plan & ability to take care of blood borne pathogens and other potentially infectious materials.
- Knowledge of (SDS) Safety Data Sheets.
- Knowledge of procedures for hazardous waste disposal.

Preferred:

-

CERTIFICATES, LICENSES, and REGISTRATIONS

-

TERMS OF EMPLOYMENT

255 days

Hourly Grade = B, Non-Exempt

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____