

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: Special Education
Driver**

Department: Paraprofessional

Reports To: Building Principal

Exempt Status: Non-Exempt

Approval: Assistant Superintendent

Date: April 18, 2016

JOB SUMMARY: Transports special education students and staff to and from various locations for vocational and community based instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

55% Transporting

- A. Performs daily vehicle inspection (Pre-trip evaluation).
- B. Obey state driving laws pertaining to Type III vehicles.
- C. Practice defensive driving skills.
- D. Knowledge to operate all District vehicle equipment.
- E. Adhere to assigned schedules under normal driving conditions.
- F. Encourage orderly conduct of students in the District vehicle and handle incidences of this conduct appropriately.
- G. Proper use of seat belts, child restraints and wheelchair tie downs.
- H. Follow procedure for safe loading and unloading.

10% Supervision/Discipline of Students

- A. Assist in supporting classroom discipline. Inform teacher and/or principal of discipline problems. Handle minor discipline situations according to District discipline guidelines.
- B. Assist in implementing behavior management programs.
- C. Supervise and monitor students.
- D. Assist with deescalating student(s).
- E. Intervene in an emergency situation and implement the use of student restraint when necessary.

10% Record Keeping/Reports

- A. Reports any significant behavioral or academic concerns.
- B. Consults with licensed staff regarding progress and facilitating learning.
- C. Maintains a daily vehicle maintenance log.

10% Communication

- A. Maintain communication with teacher regarding schedules, student progress and problem solving on a daily basis.
- B. Communicate and interact with parents as directed.
- C. Provide feedback and share ideas with appropriate staff.
- D. Communicate vehicle maintenance issues.

5% Program Support

- A. Recommend ideas, identify problems and aid in problem solving.
- B. Report and assist with first aid and emergency care.

5% Reinforce Classroom Instruction

- A. Assist teacher with student by guiding, assisting or reinforcing lessons.
- B. Explain or interpret instructions and assignments while working with student one-to-one or in small groups.
- C. Collect and maintain data as directed by supervising teacher.
- D. Provide ongoing input and suggest modifications to lessons as needed for student and as specified in the IEP under the directions of licensed staff.

3% Professional Development

- A. Attend in-services and workshops as appropriate.

2% Personal Assistance

- A. Attend to and provide for student(s) daily hygiene, personal and health related cares, including lifting, transferring and medical care as directed by teacher.
- B. Assist with student(s) occupational therapy and physical therapy directives.

Perform other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- High School diploma or GED.
- Specialized training to drive District vehicles.
- Specialized training related to the use of restrictive procedures.
- Valid Minnesota driver's license.

Experience:

- Previous experience in working with children preferred.

Essential Skills Required to Perform the Work:

- Skill in supervising student behavior and applying consistent consequences for appropriate and inappropriate behaviors.
- Ability to apply rules, instructions and stated policies, procedures and IEP plans.
- Ability to develop a rapport with children and explain concepts in a simple and understandable manner.
- Proficient with use of assistive technology.
- Knowledge and application of basic computer, math and language skills.
- Ability to work well with students and staff.
- Ability to work with children of various ability levels.
- Knowledge of District discipline policy.
- Ability to write routine correspondence, routine reports, memos, documents, charts or other materials.
- Ability to effectively present information in one-to-one and/or small group situation to student(s), staff or other employees concerning District/program routines, policies, rules, learning principles, concepts and other lesson plans.

- Skilled in adapting lesson plans to the individual needs of students to facilitate learning and to assist in meeting any individual learning plans and objectives.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- May operate communicative devices, computer, printer, copy machine, facsimile machine, multi-line telephone, paper cutter and die cut.
- Operates wheel chairs, standers, lifts and power chairs.
- Operates large motor adaptive equipment for physical education class.
- May operate machines, tools and equipment as related to various job sites.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other District employees.

Physical Job Requirements:

- Position involves extended periods of sitting, standing, stooping and kneeling.
- Position involves occasional lifting up to 40 lbs. and/or two person lift.
- Position involves listening, speaking clearly and visual acuity.
- Position involves positioning of students.
- Position involves physical restraining of students.
- Position involves physical maintenance of District vehicle in all weather elements.

Mental Job Requirements:

- Position involves handling multiple tasks at once while dealing with constant interruptions.
- Position involves exercising confidentiality in handling information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position involves accuracy, organizing and prioritizing tasks in order to meet deadlines.
- Position involves independent decision making.

Working Conditions:

- Majority of work is performed in a District vehicle.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.
- Position involves occasional exposure to outside temperatures and weather conditions.
- Position involves noise from students.
- Position involves exposure to students with special needs.
- Position involves potential exposure to emotional outbursts.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees, community members and job site employers.
- Helps to promote safety and prevent accidents.
- Supports students and staff by providing services that support the educational activities and programs.
- Provides the best opportunity for every individual student to reach their maximum potential.
- Provides a safe, learning environment.
- Assists in providing accurate student records.
- Maintain confidentiality of student and job site related information.
- Maintains a positive and professional educational environment at all times.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.