



Job Title:	Special Needs Assistant	Wage/Hour Status:	Non-Exempt
Reports To:	Special Needs Manager	Pay Grade:	Paraprofessional Pay Group 4
Dept. /School:	Transportation	Date Revised:	10/06/2011

Primary Purpose:

Provide administrative assistance to the Special Needs Manager and to the Regular Routes Manager with emphasis on the Special Needs Transportation Program.

Qualifications:

Education/Certification:

High School graduate or equivalent.
TAPT Certification as a Special Needs Transportation Specialist, preferred.
Notary Public licensed or able to do so within six months of hiring.

Special Knowledge/Skills:

Ability to use personal computer and software to develop spreadsheets, presentations, and general word processing using Microsoft Office Products.
Proficient keyboarding, operation of office machines, and 10-key skills.
Ability to communicate effectively with visitors and on the phone with school bus drivers and parents.
Excellent reading and comprehension skills to adhere to instructions and attention to detail while proof reading prepared reports.
Knowledge of the Medicaid transportation services reporting procedures.
Familiarity with Special Needs acronyms and conditions as they relate to transportation services.
Ability to multi-task and prioritize to meet established deadlines.

Experience:

At least two years in a secretarial role, preferably in an educational setting.

Major Responsibilities and Duties:

Planning Transportation of Special Needs Students:

1. Computer Routing Software. Learn to use the EDULOG bus routing program within first six months of hiring. Assist the Special Needs Manager in determining the bus route adjustments necessary due to changes to student data or school sites. Prepare the necessary reports and driver directions. Analyze information provided by campus and parents for specific student requirements that apply to routing decisions.
2. School Bus Drivers. Assist drivers as needed with routing information, bus safety equipment, the use of bus activities notebooks, preparation of transportation operations forms and with answering questions about specific student needs.

3. Student Safety Equipment. Inventory and maintain an accurate record of SpEd equipment. Process into our inventory any new equipment. Inspect and report any unserviceable items to the SpEd Manager for replacement. From that inventory, hand out equipment for new students assigned to buses. Clean equipment as needed or assist the driver in cleaning that equipment. If necessary, replace equipment on the buses. Maintain an accurate adjustment to the inventory so that all equipment location is known.
4. Special Needs School Buses. Inspect the condition of SpEd school buses for compliance with route requirements, including on-board student safety equipment. 5. Special Needs Student Roster. Maintain an accurate record of Special Needs, BIC, or Section 504 students for whom transportation is provided as a related service. Enter required data as a result of routing decisions or the receipt of equipment and report any unserviceable items for replacement.

Special Programs:

6. Medicaid Documentation. Maintain up-to-date knowledge of applicable SpEd rules, laws requirements and concern the monthly Medicaid reporting. Review and take corrective actions on all driver prepared Medicaid reports in order that the reports meet federal guidelines for funding. Verify student and provider ID numbers.
7. Assist with the School Bus Safety Poster Contest program. Provide coordination with the various campuses for the delivery of supplies and for the pickup of completed posters. Maintain records of entries made and coordinate with the Secretary for participation awards. Assist in delivering those awards.
8. Tabulate the monthly Eligible Student Rider count received from regular bus drivers. Coordinate with the EDULOG Technician for issues related to the monthly processing. Post the results to the appropriate spreadsheets and conduct basic analysis for the results.
9. Fuel System Software. Follow instructions to reset fuel system controls which are malfunctioning. Ensure that software is on automatic tank monitoring status each evening. Ensure daily fuel reports have printed correctly and report any discrepancies to the Director. Maintain or coordinate log of fuel system activities.

Office and Secretarial Duties:

10. Telephone answering. Provide a customer service oriented telephone presence. Promptly and accurately answer and forward all incoming phone calls. Make a reminder record of messages and conversations if not able to connect promptly.
11. Check and make a record of answering machine messages as needed. Return calls as needed. Research questions received via telephone calls that will require management responses and advise management of the findings.
12. Maintain adequate stockades of preprinted forms and records used by visitors, applicants, and new employees.
13. Maintain accurate filing of documents related to providing special needs transportation as a related service for reach individual student. Generally will maintain in a separate file folder specific documents related to the services provided.
14. Maintain strict adherence to rules on confidentiality.
15. Prepare annual In-Service employee information binders and related signs, name tags and documents.
16. Assist in the scheduling of use of the building conference room and training room.

Communication:

17. Maintain a professional attitude at all times when dealing with drivers, students, parents and community members.
18. Use effective communication skills to present information accurately and clearly.

Other:

19. Participate in staff development activities to improve job-related skills.
20. Keep informed of and comply with state, district, and school regulations and policies for special needs.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents as required.
22. Assist the Regular Routes Manager in the processing of student information as relates to student safety.
23. Assist in annual administrative process to purge systems of out of date files.
24. Other duties as assigned.

Supervisory Responsibilities:

25. In the absence of the Special Needs Manager, supervise the proper installation of Student Restraint Systems on school buses.
26. In the absence of the Special Needs Manager, supervise the training of newly assigned bus drivers undergoing Special Needs Training.
27. During annual in Service training, supervision of SpEd drivers assigned to routing tasks.

Equipment Used:

Computer workstation, printer , copier, facsimile machine, electric hole punch, multi-line telephone, calculator, typewriter, occasionally 2 way radio used in the office setting.
Drive golf cart to move equipment to/from school bus parked location.
Often required to work in or around school buses.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control and demeanor while in a stressful situation.
Frequent standing, stopping, bending, pulling or pushing.
Frequent keyboarding and mouse operation.
Ability to lift file boxes and SpEd equipment up to forty pounds to positions on storage shelves.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.