

**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.***