



6-2 CEA BUS SUPERVISOR

NATURE AND SCOPE:

Under the general direction and supervision of the Manager of Transportation and Principal(s), the incumbent is required to carry out a variety of tasks associated with the safe transportation of special needs students over assigned routes. Work is varied and requires independent judgment and initiative.

TYPICAL DUTIES:

- Provides assistance and support for individuals or groups of students who may require some personal care or exhibit some behaviour.
- Follows safety procedures for loading, unloading and securing of wheelchairs during transport.
- Ensures appropriate behaviour on and around the school bus.
- Provides positive reinforcement and behaviour redirection if necessary.
- Required to lift, assist with transfers and/or restraining students.
- Interacts with bus drivers, Principal, teachers, parents and others on an as required basis.
- Other assigned job related duties.

ABILITIES, KNOWLEDGE AND SKILLS:

- Ability to communicate and maintain effective working relationships with students, parents, bus drivers, teachers, Principals and other employees of the Board.
- Ability to work effectively as part of the transportation team.
- Ability to operate the radio in any emergency.
- Physically able to manipulate wheelchairs, lift or restrain students as required.
- Knowledge of special medical problems and management of those conditions for the children on the particular bus run.
- Knowledgeable about the location and use of emergency equipment such as fire extinguisher, flares, first-aid kit etc.
- Knowledge of emergency evacuation procedures including wheelchair evacuation.
- Basic computer skills

QUALIFICATIONS:

- Grade 12 supplemented by a minimum of one (1) year post-secondary education in a recognized program supplemented by Seizure Management, CPR, CPI, PRP.
- Over 3 months, up to and including one (1) year proven previous work experience involving children with special needs, preferably in an educational setting.