

Leon County Public Schools Classification Specification

Salary Grade 36

Summary Information:

Classification Title: Bus Student Behavioral Assistant **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

450	Student Supervision	Supervise students while on buses.
451	Student Safety	Secure and supervise ESE students on buses to ensure care and safety while being transported.
447	Conduct Reporting	Prepare conduct reports on behavior of students. May include meeting with principals, students, or drivers.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
045	Report Preparation (Non-board)	Prepare required reports. This does not include analysis and reports covered under subsequent activities, and does not include reports for the Board.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education: High School Diploma or equivalent with no related experience required; and
Appropriate certification/license as required

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003