



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/26/2024

Instructor, Bus Attendant

Pay Scale: B

Level: 5

FLSA status: Non-Exempt

Job Family: Transportation

Primary Location: Transportation

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Bus Attendant Instructor is assigned to a route, and in addition is responsible for on-the-job training on a special needs bus, attendant retraining instruction, and other duties as assigned. The Bus Attendant Instructor assists the Transportation Area Supervisor in charge of training. The work includes the training of new bus attendants and field observation of school bus attendants.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Instructs all areas of special needs training and staff education provided by the Division of Transportation Training Office
- Assists in the preparation of materials for all training special needs sessions
- Performs field observations and ride-along observations
- Assists supervisors in daily school bus attendant operations, to include providing safe transportation of students, maintaining effective control of students, and assisting bus attendants in boarding and securing students in the bus seats
- Assists with the Transportation In-Service Meeting twice yearly, open house recruitment events, and public relations events

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of all special needs equipment and school bus emergency equipment
- Advanced level of verbal and written fluency in English is required
- Ability to communicate effectively with students, staff, and parents; carry out written and oral instructions; and operate a two-way radio

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), LCPS is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.