

[Go Back](#)**NASSAU COUNTY****Title : TEACHER AIDE-BUS
ATTENDANT****SCHOOL DISTRICTS****Code: 210200 LTU****CLASS SPECIFICATION****Page : 1 of 2****GENERAL STATEMENT OF DUTIES**

Assists school teachers in the performance of their teaching functions by performing varied duties associated with teaching process; rides on a school bus for the purposes of maintaining order and for supervising the loading and unloading of buses at the various stopping points; performs related duties as required.

COMPLEXITY OF DUTIES

Under supervision, this title is employed for positions which are created for the main purpose of relieving school teachers of that part of their duties, which, while related to the teaching process, can be performed by nonprofessional personnel. A Teacher Aide-Bus Attendant must also perform routine work which includes responsibility for the safety of school children on school buses. A Teacher Aide-Bus Attendant requires tact, courtesy, good judgment, neat appearance, and good physical condition.

TYPICAL DUTIES

1. Reads in a foreign language from prepared scripts for tape recording purposes or interprets the spoken language by signing.
2. Assists in overseeing technical operations of language laboratory equipment.
3. Helps to set up science laboratory equipment, conduct experiments, and performs limited review of student laboratory reports.
4. Helps in the technical preparation and production of television programs.
- * 5. Reads to and plays records for children in lower grades.
6. Provides piano, violin, or other musical accompaniment.
- * 7. Proctors and otherwise helps to conduct examinations.
- * 8. Assists teachers in correcting test papers and assignments, recording of grades, maintaining files, and preparing statistical reports, as required.
- * 9. Maintains order on bus, and makes certain that children remain seated while bus is in motion.
- * 10. Supervises loading and unloading of bus.

TYPICAL ADA ESSENTIAL FUNCTIONS*FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of specific field where specialized duties are involved.
2. Knowledge of classroom routine.
3. Ability to perform clerical tasks.
4. Ability to establish good relationships with children, parents, and associates.
5. Ability to maintain discipline.
6. Ability to sign and interpret, as required.
7. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.

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