

PIQUA CITY SCHOOL DISTRICT

Job Descriptions

700	TRANSPORTATION
701	Bus Aide / Monitor
702	Bus Driver
703	Mail / Supply Courier
704	Mechanic
705	Transportation Supervisor

**PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: BUS AIDE/MONITOR

File 701

Reports to: Transportation Supervisor

Job Objectives: Supervises and assists students during bus trips.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Self-directed and able to learn required skills for the position.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Ability to physically manage students with disabilities.
- Congenial disposition and strong interpersonal skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the transportation supervisor to learn about the needs of students being transported. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Helps with bus loading and unloading procedures. Operates the wheelchair lift. Assists student with mobility needs. Ensure that students are comfortable and safely secured. Ensures that wheelchairs are properly secured before the bus starts.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Learns proper emergency bus evacuation procedures and assists students as needed.
- Anticipates and is prepared to offer assistance when aware of passengers with medical or other health considerations.
- Promptly documents all injuries that require medical attention.
- Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Promotes a positive image of the transportation department. Wears appropriate work attire and maintains a neat appearance.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.

- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Duties may require operating and/or riding in a vehicle.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER** **File 702**

Reports to: Transportation Supervisor

Job Objectives: Provides for the safe, efficient, and courteous transportation of students. Keeps the transportation supervisor informed about bus activities and emerging issues.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets qualifications defined in the current Ohio Revised Code, Ohio Pupil Transportation Operation & Safety Rules, and school board policy.
- Completion of the Ohio Pre-Service School Bus Driver Training Program.
- Valid Commercial Drivers License (CDL) with a school bus endorsement and a satisfactory driving record as a condition of initial and continued employment.
- Satisfactory pre-employment and ongoing random drug tests results.
- Ability to physically manage students with disabilities.
- Ability to anticipate and deal with stressful traffic and weather conditions.
- Demonstrates maturity and the ability to work with students and their families.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Operates the assigned vehicle according to all motor vehicle laws.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Practices defensive driving techniques. Maintains established routes and time schedules.
Note: Safety is the top priority even if delays disrupt the bus schedule.
- Transports only authorized passengers. Picks up and unloads students only at approved stops. Keeps route sheets up-to-date. Offers routing suggestions.
- Performs pre-trip and post-trip safety inspections. Checks fire, emergency equipment, and first aid supplies. Prepares written inspection reports.
- Offers help when students ask or their behavior suggests they need assistance.
- Supervises bus loading and unloading procedures. Operates the wheelchair lift. Ensures that wheelchairs are properly secured before operating the bus.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Anticipates and is prepared to provide assistance when aware of passengers with medical or other health considerations.
- Monitors student behavior. Enforces safety regulations. Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Reports vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Uses proper protocol when operating bus communication equipment.
- Immediately reports all traffic citations and accidents. Promptly documents all injuries that require medical attention.
- Reports road hazards along the bus route to the transportation supervisor.
- Participates in the district's bus safety program as directed.

- Conducts emergency evacuation drills that comply with current state standards.
- Reports equipment malfunctions in writing.
- Fuels the vehicle and maintains fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Shares in the responsibility for authorized field trips. Remains available to teachers and students during the trip when instructed.
- Promotes a positive image of the transportation department. Wears appropriate work attire and maintains a neat appearance.
- Participates in training necessary to maintain a school bus driver license.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title: MAIL/SUPPLY COURIER

File 703

Reports to: Business Coordinator

Job Objectives: Picks-up and delivers mail. Sorts and delivers building/program supplies and equipment. Performs a variety of maintenance and custodial duties as assigned.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Valid driver's license and a satisfactory driving record as a condition of initial and continued employment. Valid Commercial Drivers License (CDL) is desirable.
- Satisfactory pre-employment and ongoing random drug tests results.
- Customer-service focus and the ability to give careful attention to detail.
- Self-directed and able to learn required skills for the position.
- Ability to physically manage heavy packages and equipment.
- Ability to anticipate and deal with stressful traffic and weather conditions.
- Custodial and/or building maintenance experience.
- Ability to comply with Material Safety Data Sheets (MSDS).

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the business coordinator for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Performs vehicle safety inspections. Checks fire, emergency equipment, and first aid supplies. Reports equipment malfunctions in writing.
- Fuels the vehicle and maintains fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage as directed.
- Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). Practices defensive driving techniques.
- Uses proper protocol when operating communication equipment.
- Immediately reports all traffic citations, accidents, or property damage incurred during the performance of assigned duties. Promptly documents all injuries that require medical attention.
- Provides dependable service. Offers suggestions for efficient routing. Transports only authorized passengers. Reports road hazardous that require a departure from the delivery schedule. *Note:* Safety is the top priority even if delays disrupt the delivery schedule.
- Loads the vehicle. Sorts items for efficient routing. Delivers and/or picks up materials as directed. Follows established procedures that enable stored materials to be found easily. Maintains a record of delivered items.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Complies with MSDS, EPA, and OSHA regulations.
- Prepares and submits reports, records, and inventories as directed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Performs maintenance activities when properly qualified by formal training, prior work experience, or when under direct supervision. *Note:* A supervisor must inspect all repairs to ensure compliance with applicable building codes.
- Acts responsibly to protect school property. Secures the delivery vehicle and storage areas as directed. Takes appropriate action during adverse weather conditions.

- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Promotes a positive image of the transportation department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the business coordinator: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MECHANIC	File 704
Reports to:	Transportation Supervisor	
Job Objectives:	Provides technical expertise and manual skill in the inspection, servicing, and repair of district vehicles. Keeps the transportation supervisor informed about maintenance concerns and emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma. Post-secondary training or equivalent work experience in commercial vehicle maintenance procedures is required.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Owns a standard set of mechanics tools.• Ability to interpret and comply with safety regulations and environmental laws.• Bookkeeping skill and the ability to compute mathematical data accurately.• Effective presentation skills and ability to train drivers.• Holds or is qualified to obtain a Commercial Drivers License (CDL) with a proper endorsement to drive empty buses on the highway. A satisfactory driving record is a condition of initial and continued employment.• Meets all bus driver minimum qualifications when physically qualified.• Available to respond to service emergencies.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Manages the district's ongoing vehicle maintenance program. Keeps informed about local, state, and federal school bus regulations revisions.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Learns the operating and maintenance procedures for all district vehicles.• Monitors and complies with safety regulations and environmental laws.• Maintains an inventory of essential supplies needed to maintain fleet readiness.• Inspects, services, repairs and/or rebuilds equipment. Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, etc.).• Teaches bus drivers how to recognize problems before they result in an equipment malfunction. Encourages drivers to ask questions and offer suggestions.• Inspects and tests vehicles to ensure safety. Reports irregularities and equipment abuse to the transportation supervisor.• Makes road calls when vehicles become disabled.• Secures and evaluates work performed by outside contractors.• Keeps the transportation supervisor informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle. Approves invoices for payment. Ensures that reports are submitted on time.• Recommends procedures to effectively deal with emergency repairs.• Performs substitute driver duties during emergencies (i.e., when properly licensed).• Coordinates and participates in Ohio State Highway Patrol annual bus inspections.• Helps the transportation supervisor develop short/long-range maintenance plans.• Prepares an annual equipment inventory.• Recommends the replacement of equipment necessary to ensure fleet effectiveness.• Helps prepare competitive bid specifications (e.g., insurance, bus purchases, shop equipment, supplies, etc.).• Helps with the receipt of deliveries. Unloads trucks. Inspects packages for damage. Verifies quantities. Organizes and stores supplies.• Picks-up and delivers equipment, materials, and other supplies as directed.• Reports student discipline problems, vandalism, and other related concerns.	

- Promptly documents all injuries that require medical attention.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Promotes a positive image of the transportation department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the transportation supervisor: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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**PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **TRANSPORTATION SUPERVISOR**

File 705

Reports to: Business Coordinator

Job Objectives: Administers pupil transportation services. Oversees ongoing driver training and vehicle maintenance programs to ensure safe and dependable services. Keeps the business coordinator informed about transportation activities and emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training or equivalent work in transportation or closely related service industry is required.
- Holds or is qualified to obtain an Ohio Pupil Transportation Certification.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all bus driver minimum qualifications when physically qualified.
- Computer skills and knowledge of transportation software is preferred.
- Ability to interpret and comply with safety regulations and environmental laws.
- Bookkeeping skill and the ability to compute mathematical data accurately.
- Effective presentation skills and ability to train adult learners.
- Valid Commercial Drivers License (CDL) with a school bus endorsement and a satisfactory driving record as a condition of initial and continued employment.
- Available to respond to service emergencies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of district-wide pupil transportation services.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Prepares schedules and bus routes. Assigns drivers. Makes routing information available to students/parents and building administrators. Works with the director of special education to address the needs of students with disabilities. Consults with principals to ensure that transportation services are effective.
- Maintains transportation rosters (e.g., student names, grade levels, school attended, bus identification, pick-up and drop off points, time schedules, etc.).
- Maintains an accurate up-to-date list of student information on each bus.
- Coordinates the non-routine use of school buses (e.g., field trips, athletic contests, community requests, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Monitors road and weather conditions. Advises the business coordinator and/or superintendent about the need to delay or cancel services.
- Monitors bus communications. Conveys information as needed.
- Participates in transportation staff selection and orientation processes.
- Monitors bus driver training requirements. Verifies that all drivers are properly qualified and correctly licensed. Ensures that drivers are familiar with all aspects of their assigned duties (e.g., district policies, schedules, routes, etc.).
- Performs substitute driver duties during emergencies (i.e., when properly licensed).
- Ensures the equitable distribution of workloads and extra assignments. Provides for coverage during staff absences. Approves time sheets.
- Promotes a positive image of the transportation department. Encourages teamwork and helps maintain harmonious employee relationships.
- Administers an ongoing vehicle maintenance program. Recommends procedures to effectively deal with emergency repairs.

- Maintains an inventory of essential supplies. Inspects completed repairs and maintains repair logs. Monitors compliance with safety regulations and environmental laws. Approves invoices for payment.
- Recommends procedures to effectively deal with emergency repairs.
- Coordinates and participates in Ohio State Highway Patrol annual bus inspections.
- Prepares an annual equipment inventory. Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Prepares competitive bid specifications (e.g., insurance, bus purchases, supplies, etc.). Secures and evaluates work performed by outside contractors.
- Coordinates the pick-up of transportation equipment, materials, and other supplies.
- Promotes bus safety. Supervises emergency evacuation drills. Prepares materials for building staff to carry out student bus safety programs.
- Investigates all school bus accidents and prepares reports. Teaches defensive driving measures to help drivers avoid injuries.
- Promptly documents all injuries that require medical attention.
- Reports student discipline problems, vandalism, and other related concerns. Works with principals and drivers to address discipline issues.
- Acts responsibly to protect school property. Takes appropriate action during adverse weather conditions. Secures the transportation facility at the end of the workday. Responds to transportation emergencies as needed.
- Helps deal with unexpected circumstances or pressing district needs as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Builds community partnerships that enhance district programs and services.
- Keeps current and shares knowledge about advances in equipment technology.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the business coordinator: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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