



SANTA PAULA UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

500 E. Santa Barbara Street, Santa Paula, CA 93060 * (805) 933-8890 * www.santapaulausd.org
[AFTER JUNE 17, 2022, OFFICE WILL BE RELOCATED TO 201 S. STECKEL DR.]

EMPLOYMENT OPPORTUNITY FOR:
SPECIAL EDUCATION BUS ATTENDANT
Bilingual (English/Spanish)
Open and Promotional

BE SURE YOU READ AND FULLY UNDERSTAND THIS JOB ANNOUNCEMENT BULLETIN. ALL THE INFORMATION YOU NEED IN ORDER TO SUBMIT A COMPLETE APPLICATION, AS WELL AS THE EXAMINATION PROCEDURES FOR THIS POSITION, CAN BE FOUND BELOW.

PURPOSE OF EXAMINATION:

To fill two existing vacancies, 5.5 hours per day, school year and to establish an eligibility list for future vacancies occurring during the next 12 months. Positions are Monday through Friday, 180 days per year, part-time.

FINAL FILING DATE:

June 30, 2022 by 3:30 p.m.

SALARY RANGE:

\$16.51 - \$20.07 per hour + 2.5% bilingual stipend

BASIC FUNCTION:

Under the direction of the Executive Director of Special Education or designee, ride a school bus to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities; assist drivers in the loading, unloading and securing of disabled students.

REPRESENTATIVE DUTIES:

Ride a school bus or District approved transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional disabilities; operate equipment, including wheelchair lifts, tie downs, seat belts, harnesses and other adaptive equipment in an emergency; operate vagal nerve stimulator magnet; provide basic medical care and first aid to students according to established procedures and policies; contact local emergency services personnel as necessary; communicate with students and teachers regarding special needs for students, bus schedules and other related concerns or questions; assist substitute drivers with regularly scheduled routes and schedules as necessary; attend regular in-service meetings and training courses as assigned; maintain order on bus as required; monitor and report student activities, and ensure compliance with bus safety procedures; maintain a log of medical activity that occurs during transport.

MINIMUM QUALIFICATIONS:

Knowledge of:

Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheelchair clamping devices; operation of vagal nerve stimulator magnet; safe practices concerning school bus transportation; problems and concerns of students with special needs; basic record-keeping techniques; applicable laws, rules and regulations; and health and safety regulations.

Ability to:

Ride a school bus for children with special needs and assist school bus driver in maintaining order while bus is in operation ensuring safety of students; maintain proper records and documentation; assist with student loading, unloading and seating arrangements as required; operate a vagal nerve stimulator magnet; understand and relate to children with special needs; establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing; lift students according to established guidelines; and observe health and safety regulations.

Education and experience: Graduation from high school or its equivalent and some experience working with children with physical disabilities.

WORKING CONDITIONS:

ENVIRONMENT: School bus environment; considerable distraction from bus activities.

PHYSICAL DEMANDS: Sitting for extended periods of time; the ability to see to monitor bus activities; lifting, carrying, pushing or pulling; hearing and speaking to exchange information; bending at the waist, kneeling or crouching; and climbing stairs.

LICENSES AND OTHER REQUIREMENTS:

Requires valid First Aid and CPR certificates issued by an authorized agency. Some incumbents in this classification may be required to speak, read and write in a designated second language.

TO APPLY:

You must obtain an application packet at: <https://www.santapaulausd.org/Page/1194> and return the completed application by the filing deadline to classifiedhr@santapaulausd.org or in person at Human Resources-Classified, 500 E. Santa Barbara St., Santa Paula, CA [after June 17, 2022, the office will be relocated to 201 S. Steckel Dr.]. Application must be sufficiently complete and specific to fully indicate the experience and other qualifications of applicants. Resume or additional attachments may be included with your application, but not in lieu of an application.

SELECTION PROCESS:

Application: Applications will be screened for evidence of the minimum requirements for the position. Falsification or omission of a material fact is cause for rejection, removal from the eligibility list or dismissal from employment.

Eligibility: Passing a bilingual exam (pass/fail) and a qualifications/appraisal exam (weight 100%) in English and Spanish to access bilingual skills. All applicants must achieve a passing score in each part of the examination process in order to be placed on the eligibility list.

Employment Verification: In accordance with the Immigration Reform and Control Act of 1986, new employees must provide written proof of their legal right to work in the United States.

Fingerprinting: State law requires that all employees be fingerprinted. AB 1610 prohibits employment until the Department of Justice completes its obligations regarding the arrest and conviction information.

COVID-19 Information: SPUSD employees are required to provide proof of COVID vaccination or submit to mandatory weekly testing.

Reasonable Accommodation For The Disabled: Individuals with disabilities requiring reasonable accommodation in the testing process must notify Classified Human Resources at 933-8890. Official documentation must be submitted to the Classified Human Resources office no later than 3:30 p.m. on the final filing date.

OPEN & PROMOTIONAL INFORMATION: Open and Promotional examinations are open to competition by qualified employees and non-employees alike. All promotional candidates who successfully complete the examination process are placed on a promotional eligibility list which must be used first in filling the vacancy(ies). If this list contains fewer than 3 ranks, it is then supplemented by names from the "Open" eligibility list.

The Governing Board and Personnel Commission of the Santa Paula Unified School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, marital status, parental status, family status, pregnancy status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officer: Dr. David Moore, Assistant Superintendent, Educational Services, 201 S. Steckel Drive, Santa Paula, CA 93060, 805-933-8963, dmoore@santapaulausd.org.

Note: The district has the right to limit the number of eligibles which can be reasonably used during the existence of the eligibility list. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

POSTED 6/9/22