

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION

Job Title: Behavior Technician Bus Monitor

Department: Instruction/Transportation

Grade F
H.P.D. 7
D.P.Y. 196

Job Description

Date Reviewed: February 2024

Reports To: Behavior Coordinator/Transportation Manager

Purpose of Job

The purpose of this job is to provide intensive behavior support services to students in district, while on CMCSS provided bus transportation. The Behavior Technician will work collaboratively with the support staff on the bus to implement behavior intervention plans for students that require consistent and significant behavioral support during transport. The Behavior Technician will have the opportunity to participate in ongoing training and professional learning opportunities as part of the behavior technician requirements.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Behavioral:

- Understand and apply the basic principles of ABA as directed.
- Assess student needs and provide interventions to redirect behavior
- Collect and submit data for Functional Behavior Assessments and Behavior Intervention Plans.
- Implement Positive Behavior Plans and Behavior Intervention Plans to affect behavior changes
- Regularly review, and remain well-versed in a multitude of Behavior Intervention Plans in order to implement the plans and monitor plans for multiple students, at the same time.
- When required, provide physical intervention for students demonstrating unsafe behaviors.
- Perform and document the district approved restraint and isolation; as well as participate in yearly crisis intervention training provided by the district
- Provide direct consultation to the BCBA, specific to analysis of data and recommendation for modifications or revisions to BIPs.
- Meet with BCBA and/or Behavior Consultant during school 4 hours per month and after school 1 hour per month for ongoing training.
- Maintain CMCSS Behavior Technician Requirements
- Maintain order on bus during transport to ensure children's safety. Resolves problems during transport such as disruptive or aggressive behavior and comforting children.
- Assign and make changes in seating arrangements as needed, and explains emergency evacuation procedure while waiting to unload at school.

- Inspect wheelchair tie down equipment for serviceability and store equipment. Check student seat belts daily for serviceability and secure to vehicle.
- Assist Special Ed children with securing seat belts, and with getting on and off the bus at home and at school.
- Assist with cleanup of bodily fluid spills and dispose of clean up material; disinfect contaminated area as required. Prepare bus conduct report for disruptive behavior on the school bus. Document and report concerns/issues of students assigned to the bus.
- Effectively communicate with students, parents, and school administrators in a professional manner.
- Must know how to operate wheelchair lift to include extending wheel chair ramp manually; must know how to operate communication equipment, two-way radio.
- Review children's emergency data information records and stay abreast of each child's disability; remain abreast of State, local, and Federal regulations pertaining to Special Education transportation in the event they are assigned to a special needs bus.
- Ensures adequate supplies are available on bus such as first aid kit, bodily fluid clean up kit, Kleenex/paper towels, rubber gloves and disinfectant.
- Assist bus driver in backing and traffic situations, time schedules and routing etc. assist the bus driver in preparing a detail route in case of emergency absence of driver and or aide; must assist bus driver in maintaining bus interior.
- Assist students/driver with emergency evacuation procedures.
- Responsible for completing the Special Needs Daily Transporting Total form; will place the time of pick up or drop off when that student rides and an "X" when the student does not ride.
- Behavior Technician/Bus Monitor must be certified in First Aid and CPR; and maintain certification.
- May be required to attend meetings with Supervisor/Driver to resolve student management concerns.
- May be required to make guardian/parent contact about student management issues/concerns.
- All paperwork will be turned in to the employee's Supervisor.
- Reports to the Transportation Manager.

Other:

- Ability to work as a member of a cohesive team
- Ability to lead/model behavior support strategies for others
- Ability to take and respond to direction from supervisors

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, Transportation Bus Rules, and Special Education transport practices as they pertain to the performance of duties relating to the job of Behavior Technician Bus Monitor. Has considerable knowledge of Special Education transport practices if assigned a Special Needs route necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively

communicate and interact with supervisors, parents, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date