

DEPARTMENT: SCHOOLS
CLASSIFICATION: NON-COMPETITIVE PENDING NYSCSC APPROVAL
APPROVED: JULY 27, 2023

CLEANER/BUS ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs cleaning and bus attendant duties as needed and assigned by the District. Assignments and schedules may vary as needed. When assigned to cleaning, the incumbent performs routine manual work requiring the efficient performance of simple building cleaning tasks following an established routine. When assigned to bus attendant duties, the incumbent rides on a school bus for the purpose of maintaining order for supervising the loading and unloading of the buses at the various stopping points. This is routine work that includes responsibility for the safety of school children on regularly scheduled bus trips to and from school. Incumbents may be assigned to children with special needs and are responsible for implementing all transportation related items from a Special Education Student's Individualized Education Program. Direct supervision for cleaning and bus attendant duties is received from an assigned superior. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Cleans and services offices, rooms, clinics, halls, stairs, laboratories and other similar units;
2. Sweeps, mops and waxes floors using brooms, sweepers, polishers;
3. Dusts furniture and equipment with rags and polish;
4. Washes inside windows and cleans window sills;
5. Cleans and services lavatories with paper and soap;
6. Cleans and polishes glass panels in doors and partitions;
7. Collects papers and garbage, collects trays, replaces light bulbs;
8. May assist with food service duties such as filling glasses and pitchers with water, passing trays, washing, sterilizing, and wiping glasses;
9. May deliver mail, packages, and supplies;
10. May be assigned to assist in maintenance helper class on seasonal basis;
11. Travels to multiple buildings when assigned;
12. Accompanies a school bus for the purpose of assisting pupils to climb aboard and alight from bus;
13. Assists young pupils to cross the highway safely;
14. Maintains order on bus and makes certain that passengers are seated while bus is in motion;
15. Assists pupils and driver as needed;
16. When assigned, implements transportation related items from a Special Education Student's Individualized Education Program including implementing behavior modification plans, handling seizure prone students, using appropriate calming techniques, operating the wheelchair lift on the bus, utilizing wheelchair restraint systems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of building cleaning methods, procedures and equipment; working knowledge of rudimentary First Aid; working knowledge with the various bus routes in the district and their stopping places for pupils; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others, including children; ability to maintain discipline; thoroughness; dependability; honesty; initiative; flexibility and willingness to perform work as assigned; physical condition commensurate with the demands of the position.

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CLEANER/BUS ATTENDANT CONTINUED

MINIMUM QUALIFICATIONS: None required.

SPECIAL REQUIREMENTS:

1. Possession of a NYS driver's license at time of appointment and for duration of employment;
2. Candidates must be able to pass a physical performance test in accordance with New York State Education regulations prior to appointment;
3. Candidates must complete a 10-hour basic course prior to the expiration of their probationary period and no later than within one-year of any type of appointment;
4. When required by assignment to children with special needs, candidates may be required to possess a CPR certification;
5. Candidates must satisfy the requirements for Bus Attendant as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance with all Special Requirements is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidate's compliance when submitting appointing Report of Personnel Change.