

LOPEZ ISLAND SCHOOL DISTRICT NO. 144  
86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212  
CLASSIFIED POSITION ANNOUNCEMENT

Van Driver/Special Needs Parapro

**POSTING:** 21/22-19

**Announcement Date:** December 15, 2021  
**Applications Screened:** Position open until filled  
**Responsible to:** Head Bus Driver & Special Services Director

**Description of Position:** This transportation position drives a wheelchair van (or another vehicle) to transport student(s) with special needs to and from school. This 3.5 hour per day, Monday through Friday, position monitors safety, behavior and follows discipline procedures while student(s) are on the van, and performs daily checks to ensure that the van is in safe operating condition. Prime concern is safe, efficient, economical transportation of student(s) between school and home and other destinations (such as field trips) as required by the student(s)' special education program or school activities. Operates school vans safely under all types of weather conditions, including fog, rain, hail, sleet, snow and ice. This job is student dependent and may flex from week to week.

**Duties and Responsibilities:**

Drives the school wheelchair van; picks up and drops off student(s) at home as needed. Follows time schedule and assists paraprofessional in loading securely and unloading student. Completes daily van log and submits to Head Bus Driver.

1. Observes traffic and remains alert to potential dangers; monitors road conditions to ensure that the van can be operated safely. Obeys traffic laws; provides input to supervisor concerning potential hazards along the route requiring action by county road department such as the trimming of foliage, installation of signs, or road repairs.
2. Establishes rapport with student passengers and their family. Monitors student behavior and enforces safety rules; follows discipline procedures as necessary. Reports recurring or major discipline problems to the school principal for action. Communicates with parents concerning discipline problems as requested.
3. Conducts daily pre- and post-trip vehicle inspections; checks tire inflation and condition, checks fuel, oil and fluid levels; ensures proper operation of lights and horn, van ramp, and reports all mechanical malfunction to maintenance and Head Bus Driver.
4. Picks up litter in van and cleans windows; periodically washes van.
5. Communicates with supervisor concerning mechanical malfunctions, potential vehicle safety hazards, needed schedule changes, etc.; provides input for improvements in service. Keeps supervisor informed of unusual situations or problems.
6. Transports students to off-island events as assigned; accounts for students and ensures that time schedules are met.
7. Can lift up to 75 pounds.
8. Performs other duties as assigned.
9. Demonstrated personal safety and ability to promote safety in the work place, including abstinence from the influence from alcohol and other illicit substances, while on the job.

**Working Conditions:**

Requires visual concentration, driving awareness, lifting ability, dexterity, and able to work outdoors in inclement weather. Required to deal with experiences and interruptions to concentration. Requires

constant safety awareness. Works a split shift as needed. Two hour call in if not needed, when not notified.

### **Minimum Qualifications:**

#### **Education and Experience**

1. High school graduate or equivalent.
2. Knowledge of basic vehicle maintenance; ability to troubleshoot vehicle operation problems.
3. Knowledge of traffic laws.
4. Skill in defensive driving; ability to take evasive action to avoid collisions as necessary.
5. Ability to make quick and effective decisions.
6. Effective oral communication skills and written/reading skills.
7. Ability to exercise judgment and work with minimal supervision.
8. Ability to maintain concurrent awareness of passenger activity and changing traffic situations.
9. Ability to establish a positive rapport with students and staff.
10. Ability to follow discipline procedures and enforce safety rules.
11. Ability to maintain a strict time schedule.
12. Ability to establish and maintain effective working relationships with staff.

#### **Licenses/Special Requirements:**

Valid Washington State driver's license with excellent driving record; current first aid/CPR card; OSPI Bus Driver Training (provided as needed); Drug testing and Current Medical Certificate; Prefer Special Needs student training.

**Evaluation:** Annual evaluation minimum, more at the discretion of the administrator.

**Salary Level:** [Per PSE CBA \(Special Need Para\)](#)

#### **Application Procedures:**

Current employees should submit a letter indicating interest including the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

- 1. Letter indicating interest
- 2. Completed district application
- 3. Complete resume of personal history, education, and experiences

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Apply to:                    Human Resources  
                                  Lopez Island School District  
                                  86 School Rd  
                                  Lopez Island, WA 98261  
                                  Phone: 360.468.2202 ext. 2303  
                                  FAX: 360.468.2212  
                                  [hr@lopezislandschool.org](mailto:hr@lopezislandschool.org)  
                                  [www.lopezislandschool.org](http://www.lopezislandschool.org)

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol. Employment status is contingent on verification of background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Edward Murray – [emurray@lopezislandschool.org](mailto:emurray@lopezislandschool.org), Title IX Coordinator, HR Specialist Renee Koplan – [rkoplan@lopezislandschool.org](mailto:rkoplan@lopezislandschool.org), Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – [jcarter@lopezislandschool.org](mailto:jcarter@lopezislandschool.org), Section 504 Health Care Case Manager, Karen Hattman, RN – [khattman@lopezislandschool.org](mailto:khattman@lopezislandschool.org) OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.