



Gary Hecht  
Superintendent

POSTING DATE: July 1, 2013  
FILING DATE: July 2, 2013

**DISTRICT 75 CHAPTER 683 PER SESSION VACANCY CIRCULAR # 3**

**2013 – 2014**

**Please Post**

**SCHOOL BASED POSTING**  
**NAME OF SCHOOL**

**This Per Session Assignment is Subject to Funding**

POSITION: Special Transportation Paraprofessional (STP)

LOCATION: P. \_\_\_\_\_

ELIGIBILITY: District 75 Paraprofessional assigned to P. \_\_\_\_\_

SELECTION CRITERIA:

1. Assignment will be made based upon seniority.
2. Individual must have a satisfactory record of attendance and punctuality.
3. Individual must be available Monday through Friday, and commit to the entire program or until the student(s) no longer requires the services of a STP.

DUTIES AND RESPONSIBILITIES:

The paraprofessional will provide supervision to the student(s) to increase their skills in appropriate behavior while riding the school bus or any other vehicle. The Special Transportation Para (STP) will be responsible for implementing a behavior plan, documenting student progress, assisting the student in coping with situations, and communicating with school personnel and parents. (SEE ATTACHED)

STUDENTS' NAMES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORK YEAR: July 3, 2013 – August 13, 2013

HOURS: Pre-school arrival and after dismissal

SALARY: As per Collective Bargaining Agreement (Payment not to exceed 1 and ½ hours for each bus ride.)

APPLICATION: Submit a short letter of intent to Principal by **July 2, 2013**.

**RESPONSIBILITIES OF THE SPECIAL TRANSPORTATION PARA (STP)**

- Student must be met in the a.m. at the designated time and place given by the bus driver.
- You are responsible for the student(s) when he/she steps onto the bus and during the ride to and from school. The parent/guardian is responsible for the child in the morning while waiting for the bus and in the afternoon when the child exits the vehicle. In the event there is an unusual circumstance, the child's health and safety is your primary concern. Do not get off the bus until the student's parent/family member picks him/her up.
- Assist the student(s) (if you are assigned to more than one child), with appropriate behaviors in entering the bus, while riding, and exiting the bus.
- Update the teacher regarding the child's behavior and maintain a log. Record absences either in the morning and/or afternoon as well as any progress observed.
- In the event that you are absent you MUST CALL THE STP SUBSTITUTE the day before and as early as possible in the morning of the day of your absence so that he/she may meet the bus on time.
- Inform the parent of any changes regarding service. Provide parent with the name of the substitute in your absence.
- Upon arriving at work, you must sign in the time you actually arrived at school and the time that you rode the school bus with the student assigned to you. UNDER NO CIRCUMSTANCES ARE YOU TO TRANSPORT A CHILD IN YOUR OWN CAR OR ANY OTHER VEHICLE, WHICH IS NOT INSURED BY AN AUTHORIZED VENDOR.
- Inform the Assistant Principal or Unit Teacher/CIT when you have gone to the student's home and the parent informs you that the child will not be attending school that day. You will only be paid for the morning. You may not continue to go the student's house until you are informed by the AP or Unit Teacher or CIT the day/date the student will return to school.
- Advise administrator, Principal, Assistant Principal, or Unit Coordinator if the time of the bus ride exceeds 1 and ½ hours.
- Fill out anecdotal reports
- Chart behaviors for behavior plan
- File appropriate incident reports when necessary
- Meet with teacher, clinician, supervisor, parent, etc when necessary to discuss ongoing behavior.
- Responsible for data collection, as it relates to IEP goals and functional behavior assessment.

I have read the above and understand the responsibilities of the Special Transportation Para (STP).

\_\_\_\_\_  
Paraprofessional Signature

\_\_\_\_\_  
Date