

Killeen Independent School District Job Description

Job Title: Mobile STEM Lab Driver/Teacher Assistant
Reports To: Director of STEM Academy and/or Mobile Stem Lab Teacher
FLSA Status: Non-Exempt

SUMMARY

Ensures safe and efficient transporting of the Mobile STEM Lab to various elementary schools. Assists students in achieving learning objectives by working with individual students and small groups under the direct supervision of the Mobile STEM Lab Teacher. Monitors student safety in a lab setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Operates the Mobile STEM Lab in a safe manner at all times.

Complies with all traffic safety rules and regulations.

Assists students entering and exiting the vehicle.

Maintains accurate logs per required standards.

Inspects and maintains the cleanliness of the interior and exterior of the Mobile STEM Lab and reports safety concerns/issues to Mobile STEM Lab teacher or the Director of STEM Academy.

Assumes responsibility for the maintenance and upkeep of the vehicle water system, including the disposal of waste and water.

Communicates with the Director of STEM Academy or Director of Transportation Services prior to and when removing and delivering the Mobile STEM Lab (keys will be turned in to transportation staff upon delivering vehicle to Transportation Services).

Maintains communication with the Director of STEM Academy and Executive Director for Technology Services to report any technical concerns with the Mobile STEM Lab.

Complies with requirements for safe operation, stabilization, and maintenance of the Mobile STEM Lab.

Demonstrates good driving habits while operating the Mobile STEM Lab.

Ensures that the Mobile STEM Lab, including the generator, has the required fuel for operation and travel, and refuels the Mobile STEM Lab following the proper procedures as outlined by the Killeen ISD Transportation Services Department

Ensures that all mechanical maintenance of vehicle is up to date, including the oil changes needed for the generator and vehicle engine.

Assists the Mobile STEM Lab teacher with the transportation and accommodation of any technology equipment, devices, supplies, etc. in the Mobile STEM Lab that will be needed during scheduled events, sessions, etc.

Assists Mobile STEM Lab teacher with inventory.

Informs Mobile STEM Lab teacher or Director of STEM Academy of any unusual situations or accidents immediately.

Operates and cares for equipment and instructional material, as assigned by the Mobile STEM Lab teacher.

Presents subject matter to students utilizing a variety of methods and techniques.

Assists students in the Mobile STEM Lab.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other such duties as may be assigned by Mobile STEM Lab teacher or Director of STEM Academy.

Is willing to work with a flexible schedule to include some evenings, weekends, and summer days.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities; however, the Mobile STEM Lab Assistant works closely with students, faculty, and volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

EDUCATION and/or EXPERIENCE:

Minimum 2 years' experience in public transportation or similar field with valid Texas Commercial Driver's License (Class A or Class B permit) with passenger and student endorsements. Current state school bus driver certification certificate issued by the Texas Department of Public Safety.

Pre-employment Driver Record Check (MVR)

Driver Training Certification

Knowledge of all Texas State Laws and regulations, driving in rural and city areas, safety and emergency procedures.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and carry 15-44 pounds; occasionally lift and carry 45 pounds and more; may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

OTHER QUALIFICATIONS:

Must take KISD educational aide test administered by the Auxiliary Human Resources Department. Must be 18 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually). Must also initially complete Texas School Bus Driver Certification Course (20 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years.