

BRANCH INTERMEDIATE SCHOOL DISTRICT

JOB DESCRIPTION

DIVISION: Early Education
JOB TITLE: Bus Monitor
CLASSIFICATION: Union

I. Job Requirements:

A. Requirements the Bus Monitor must possess:

1. Education and/or certification:
 - a. High School Diploma or GED,
2. Experience:
 - a. Previous experience with preschool children,
 - b. Must be willing to satisfactorily complete a course in CPR and First Aid as required,
3. Other:
 - a. Have and maintain a valid driver's license, safe driving record and safe, dependable & insured transportation,
 - b. Provide criminal background check by digital fingerprinting, and
 - c. Adequate physical health and to successfully pass a physical exam within thirty (30) days of hire and there after every three (3) years, including TB screening.

II. Professional Expectations:

A. Additional requirements:

- a. Ability to maintain professional confidentiality,
- b. Good communication skills,
- c. The ability to work cooperatively with all staff in a team approach,
- d. The ability to handle emergency situations, and make rapid changes to meet needs,,
- e. The ability to work under pressure, and in a variety of weather conditions, and
A sincere commitment to the concepts of self-help and genuine appreciation for the needs and strengths of Head Start children and families.

III. Policy requirements the Bus Monitor must follow:

A. Bus Monitor must be able to:

1. Adhere to all Master Agreement, district, and/or building policies regarding:
 - a. Attendance,
 - b. District procedures,
 - c. Student discipline,
 - d. Safety,
 - e. Obtaining parental permission, and
 - f. Personal appearance.
2. Attend all required meetings.
3. Follow administrative directives, verbal and/or written.
4. Safely supervise students during contact hours.
5. Maintain child records and submit required reports on time.
6. Maintain confidentiality.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

IV. Job Performance

A. Communication and interpersonal relationship skills expected:

1. Communicate clearly and accurately when writing and/or speaking.
2. Communicate child and family concerns to appropriate.
 - a. Supervisor,
 - b. Other school personnel, and
 - c. Community members.

B. Management and organization skills expected:

1. Complete assignments accurately, on time, and without constant supervision.
2. Operate within an organized program according to identified system.
3. Know whereabouts of program children at all times.

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4. Recommend equipment, material, and resource purchases.
5. Maintain an environment that is conducive to learning by creating a balanced rapport among staff

C. Application of job knowledge expected:

1. Use all available information to make correct decisions in solving problems.
2. Demonstrate skill in assisting students to meet objectives, materials, and resources.
3. Provide positive reinforcement to students.
4. Meet specific performance objectives developed jointly with immediate supervisor.

V. Specific requirements expected of the Bus Monitor:

A. Essential Duties:

1. Assist the Bus Driver in maintaining a safe ride for children and parents, supervising children, i.e. ensuring that they are wearing seat belts, remaining in their seats, helping the children solve disagreements, etc.
2. Help children on and off the bus; ensure that children are taken safely to the door to the parent or responsible adult at home and at school when necessary.
3. Bus Monitor must go to the door and knock if parent does not come out to get child off bus.
4. Help to maintain a clean, neat and orderly bus.
5. Spend the time on the bus productively with the children (i.e. reading stories, singing songs, talking with the children, etc.).
6. Assist Bus Driver in teaching children the safety rules of riding the bus.
7. Ensure that each child's papers are delivered safely to their home, as necessary.
8. Keep a daily log of the program children on the bus according to program standards.
9. Ability to work cooperatively on the bus under the direction of the Bus Driver.
10. Ability to work cooperatively in the classroom under the direction of the Teacher, if requested.
11. Attend all scheduled staff meetings and training sessions as required.

B. Essential Functions (Not exhaustive and may be supplemented):

1. Physical Tasks:
 - a. Ability to stoop, kneel and lift children up to 45 pounds in and out of a wheel chair several times a day,
 - b. Ability to lift 30 lb. children having low tone several times a day,
 - c. Ability to lift 40 lb. children having normal tone several times a day,
 - d. Assist in helping children on and off the bus daily, and
 - e. Ability to access a variety of buildings, traverse uneven terrain, and move in and out of a large vehicle to inspect all parts of a bus.

VI. Job Summary:

The Bus Monitor provides assistance and support to the Bus Driver and other Head Start staff when working with the program children and their families to provide a safe and productive environment for the program participants, whether on the bus or in the classroom.

The employee fulfilling this job is accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work. Expectations include: a pleasant and professional demeanor, a positive attitude and a willing to assist the Driver as directed. The employee will be asked to engage in professional development efforts as available to the position and requested by the supervisor.

VII. Other:

Assist with other duties as defined and/or requested by the Bus Driver and/or Teacher and/or Area Supervisor when additional work is necessary to fulfill the obligations of Branch ISD Early Education Services.

The statements contained in this position description are intended to describe the general nature of the requirements and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all specifications and job duties so classified. This job description does not constitute a contract for employment.