



TITLE: Bus Monitor

QUALIFICATIONS: High School Diploma or General Education Degree (GED) required.
Valid Driver's License and Evidence of Insurability

REPORTS TO: Director of Transportation and Director of Special Education

JOB GOAL: To assist school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

ESSENTIAL FUNCTIONS:

1. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
2. Consult with and assist bus driver in documentation of student information, recordkeeping and completing route surveys.
3. Assist driver in assuring seat belts, harnesses, and wheelchair clamps are secured as required.
4. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of pre-kindergarten students as required by State Transportation Guidelines.
5. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
6. Maintain current knowledge of Emergency Evacuation procedures.
7. Assist handicapped children on an off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
8. Attend in-service meetings and training courses as assigned.
9. Maintain regular attendance.
10. Perform other duties as assigned.

EXPERIENCE:

1. Job related experience is required.

WORK PLACE EXPECTATIONS:

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

SALARY: \$1200.00 stipend

DAYS PER YEAR: 180 Days

Telephone #: (662) 827-2276 Fax #: (662) 827-5261