



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Bus Monitor

Salary Block: Operations Support
Pay Grade 1

Reports To: Transportation Manager

Wage/Hour Status: Non-Exempt

Terms of Employment: 179 Days

Minimum Qualifications:

- High School Diploma or GED
- Valid Texas driver's license (Class C)
- A minimum of one year working with children in a school setting environment

Special Knowledge/Skills:

- Ability to follow verbal instructions and communicate effectively
- Ability to operate safety equipment and adaptive equipment
- Ability to work well with children with disabilities
- Ability to lift and assist students when necessary, must be able to lift a minimum of 50 pounds
- Ability to maintain and carry out effective pupil behavior
- Ability to handle discipline on a school bus with small and large groups of children
- Able to lift, push or pull over 50 lbs.

Primary Purpose:

Ride on school buses and help the driver ensure the safe and orderly transportation of students with disabilities.

Major Responsibilities and Duties:

Student Management

1. Assist students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave the bus.
3. Take the student(s) into the building and help them get to their classroom only when necessary.
4. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
5. Manage student behavior and report student discipline problems to appropriate administrator.
6. Communicate with teachers, parents, and supervisor on a regular basis regarding student behavior while on bus.

Routes and Schedules

7. Become familiar with all routes to and from school campus to be of assistance to driver.
8. Maintain an updated route schedule.
9. Maintain updated special education attendance rosters.
10. Keep a daily journal on all students.

Safety

11. Supervise the use of seat belts, harnesses, or car seats by students.
12. Follow emergency procedures and help driver administer first aid if necessary.
13. Operate equipment according to established safety procedures.
14. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.

Other

15. Become familiar with and follow procedures established by transportation department, the special education offices, and central administration.
16. Maintain the inside of the bus neat, clean and in an orderly manner at all times.
17. Work irregular hours as needed.
18. Performs other duties as assigned.
19. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
20. Support the goals and objectives of the school district and follows district policies.
21. Maintains a professional level of confidentiality concerning personnel and students.
22. Upholds and adheres to safety rules and policies of the CISD safety program.

Equipment Used:

Wheelchair lift, ramp, lock, and special needs adaptive equipment

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee Signature

Date