

JOB TITLE: GUEST BUS MONITOR

WORK DAYS PER FISCAL YEAR: Varies – This is an on-call at will position

SUMMARY: The purpose of the bus monitor is to ride the bus with students who are medically fragile and/or who require an attendant according to the student's IEP.

CONTEXT AND MISSION: Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist and work with students of all ages, including those who have severe physical and mental disabilities.
- Assist the bus driver in maintaining order and discipline on the bus.
- Assist the bus driver in making sure that all disabled students are secure in their seats and wheelchairs, fastening their seat belts and safety devices.
- Assist the driver in loading and unloading the students on and off the bus.
- Assist the driver in using and operating the hydraulic lift.
- In case of emergency, call the proper authorities to obtain help and direction if the driver is unable to do so.
- Administer First Aid if required.
- Perform such other duties and assume such other responsibilities as may be assigned by the Transportation Dispatcher-Special Education.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High School diploma

Previous experience working with children preferred

JOB DESCRIPTION: GUEST BUS MONITOR

ADDITIONAL REQUIREMENTS:

First Aid and CPR certificate

Valid Washington State driver's license

Must attend orientation classes in HIV/Hepatitis B, Hazardous Waste, and Sexual Harassment Prevention training

CONDITION OF EMPLOYMENT:

Criminal background clearance

Post Hire, pre-employment physical assessment

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Principles and practices of student safe behavior

Progressive discipline techniques

Developmental and physical handicaps

General health care and social services

Working with families

School board policies and procedures

ABILITY TO:

Communicate effectively verbally and in writing

Maintain effective working relationships with other people

Promote good public relations with staff, parents, and the public in a multi-cultural/multi-racial community

Operate two-way radio system

Monitor student behavior

Work with special needs children with severe physical and emotional disabilities

Physically lift and handle children with disabilities in emergency situations

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Transportation Supervisor or designee

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to finger, handle, or feel; and talk or hear; stand and/or walk; bend/stoop/twist/squat/kneel; fine motor manipulation. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee must be able to fit through the emergency exit door located in the roof of the bus. The circumference of this exit is 83".

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions and regularly works around diesel and gas fumes. Occasionally works near visual display. The noise level in the work environment is usually moderate. The employee is expected to properly personal protection equipment when provided by the District.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

JOB DESCRIPTION: GUEST BUS MONITOR

CLASSIFICATION HISTORY

Revised Condition of Employment section, 2021.12.09

Updated Context and Mission statement, 2020.09.21

Created by Human Resources, 2014.01.13

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, civilrightscordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166