



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **BUS MONITOR**

#### **QUALIFICATIONS:**

1. Holds a high school diploma.
2. Possesses a minimum of one year of experience in working with children and/or in the supervision of children.
3. Demonstrates the ability to work successfully with children.
4. Possesses the physical ability to perform assigned duties.
5. Successfully completes required criminal history background check and has proof of U.S. citizenship or legal resident alien status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or Designee

**JOB GOAL:** To assist in maintaining an orderly and safe environment for the students during arrival and dismissal.

#### **PERFORMANCE RESPONSIBILITIES:**

##### **1. Work Performance**

- a. Supervises students during arrival and dismissal times to ensure their safety.
- b. Records bus arrivals and dismissals for easy reference.
- c. Communicates with bus drivers about any changes and concerns.
- d. Sees that students are directed to their buses at the end of the day for an efficient and safe dismissal.
- e. Assists with parent pick-up procedures to ensure the safety of the children.
- f. Informs Principal of any serious infractions of discipline rules by students.
- g. Notifies Principal immediately in event of a breach of security procedures.

- h. Brings medical problems and injuries to the immediate attention of school nurse, Principal, or designee.
- i. Is alert at all times to the children and their needs.
- j. Follows all policies, rules and procedures established by the school district.

**2. Work Traits**

- a. Maintains confidentiality about students in accordance with district guidelines.
- b. Maintains a positive demeanor at all times including, but not limited to, use of appropriate language.
- c. Maintains an appropriate record of punctuality and attendance.
- d. Demonstrates openness to suggestions for improving performance.
- e. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.

**3. Professional Development**

Participates in orientation programs and other staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

**4. School/Community Relations**

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff and others in the performance of this position.

**5. Other**

Performs such other tasks and assumes such other responsibilities as assigned by the Principal or designee.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Holmdel Township Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-Certified Staff.

**SOURCE:** Regular Board Meeting  
**DATE:** March 26, 2008