



Para-Professional – Job Description

Job Title: Bus Monitor

Pay Grade: SO 01

Min \$13,248/Mid \$16,361/Max \$19,474

Reports To: Director of Transportation

FLSA Status: Non-Exempt

Dept./School: Transportation

Minimum Duty Days: 184 days

Primary Purpose:

Ride buses and help driver ensure safe and orderly transportation of students, may also be required to assist in securing students with disabilities.

Minimum Requirements:

- High school diploma, GED, or
- Twelve (12) year combination in education and/or experience

Educational qualifications may be waived pursuant to administrative regulations for internal applicants

Special Knowledge/Skills:

- Ability to follow verbal instructional and communicate effectively.
- Ability to operate safety equipment and adaptive equipment.
- Ability to work well with children with disabilities.

Major Responsibilities and Duties:

Student Management:

1. Lift and carry students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street.
3. Take children into building and help them find their way.
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 and parents on a daily basis regarding student bus behavior.

Routes and Schedules

7. Become familiar with all routes to and from school campus to assist driver.
8. Maintain an updated route schedule and student roster.

Safety

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

Other

13. Become familiar with and follow procedures established by transportation and special education offices.

14. Help driver keep bus clean.
15. Work irregular hours as needed.
16. Performs such other duties as may be assigned.
17. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Supervisory Responsibilities:

None

Equipment Used:

School bus, safety equipment (flares, reflective signs), fire extinguisher

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, stooping, bending, kneeling, pushing, pulling and walking
- Climb steps
- Repetitive hand and arm motions
- Moderate exposure to extreme temperature (hot)
- Exposure to vehicle fumes
- Work outside and inside
- Work around vehicles and machinery with moving parts
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date