

MARION COUNTY JOB DESCRIPTION

Position Title: **Substitute Bus Monitor**

Class Code: **8010**

Department: Transportation

Reports To: Director of Transportation

Approved By: Marion County Board of Education Date: November 2010

SUMMARY: To assist in providing safe transportation of special needs students to and from designated locations in the absence of the regular bus monitor.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Assist Driver and students in operation of lifts for wheelchairs and assisting disabled students.

Maintains good student conduct on the bus.

Secures special equipment that may accompany the student.

Is alert to any conditions in the loading and unloading area which may present a danger to students.

Communicates in an appropriate fashion with students, parents and employees.

Assist pre-school students on and off the bus.

SUPERVISORY RESPONSIBILITIES: Supervises students while transporting them.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Currently enrolled in high school, high school diploma or general education degree (GED). Must be able to pass physical examination.

CERTIFICATES, LICENSES, REGISTRATIONS: Must attend 2 hour training session yearly

LANGUAGE SKILLS: Ability to read a limited number of two and three syllable words and to recognized similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. ability to pass State Skill Test, State Written Test, Department of Transportation physical and MDE Basic Training Program. Ability to physically manage students and equipment. Be able to observe unusual student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to sit and occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently will reach above the head and forward. The employee frequently uses hand strength to grasp equipment or students. Occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds such as students or students in wheel chairs. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

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 occasionally works in temperatures above 100 degrees and below 32 degrees and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

