

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

Title: 8.09 Bus Monitor

Reports To: Supervisor of Transportation, Assistant Superintendent,
Superintendent

Employment Status: 9-month

FLSA Status: Non-Exempt

Qualifications:

1. Minimum age of 18 years old with a high school diploma or equivalent.
2. Valid driver's license.
3. CPR certification, CPI training preferred.
4. Demonstrates a sincere desire to aid all students.
5. Ability to manage students with difficult behavior concerns.
6. Good health, high moral character, and good attendance record.
7. Ability to properly lift 75 pounds on a regular basis.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.

General Description: Jointly responsible for the safe and efficient transportation of school bus pupils within the guidelines of State of Ohio law and policies as established by the Board of Education; maintaining discipline on the bus; promoting good public relations by neat appearance, proper attitude, conversation, and appearance of the school bus.

Essential Functions:

1. Assist with safe loading and unloading of students as needed, including but not limited to operating a wheelchair lift and/or securing seat belts, safety vests, and wheelchairs.
2. Maintain student management in an effective and courteous manner among students being transported in accordance with district policies and procedures; document and report any incidents involving student behavior.
3. Communicate with school staff, parents, and supervisor concerning student background, medical conditions, and behavior as appropriate.
4. Alert the bus driver to any health, behavior, or other problems with students on the bus.

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Locator Index: 8.09
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5. Attend and participate in training and other meetings as required.
6. Maintain confidentiality of information pertaining to students and staff and comply with all district policies.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District and
4. Perform other tasks related to the bus monitor's duties as assigned by the Supervisor of Transportation, assistant superintendent, or superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

7/97
Revised 4/05
11/05
1/07
2/07
12/14
10/16
3/25