



**GREEN LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** **BUS AIDE/MONITOR** **File 702**

**Reports to:** Transportation Supervisor

**Job Objective:** Monitors and assists students during bus trips.

**FLSA Status:** Non-Exempt

- Minimum Qualifications:**
- High school diploma.
  - Meets all mandated health screening requirements (e.g., a negative tuberculosis test, etc.).
  - A record free of criminal violations that would prohibit public school employment.
  - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Ability to establish working relationships with co-workers and function as part of a cohesive team.
  - Ability to keep current with work skills essential to the objectives of the position.
  - Satisfactory pre-employment and ongoing random drug/alcohol test results.
  - Valid state department of education permit appropriate for the assignment.
  - Physical ability to safely lift and manage preschoolers and students with disabilities.
  - Ability to cope with stressful traffic, weather conditions, and passenger distractions.
  - Demonstrates maturity and the ability to work with students and their families.
  - Ability to interact comfortably and confidently with the public.

- Essential Functions:**
- The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.
- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.
  - Refers district policy interpretation inquiries to administrators.
  - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
  - Supports community participation in school-sponsored activities that enhance student learning.
  - Provides appropriate student supervision. Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
  - Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
  - Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
  - Provides assistance as needed when aware of passengers with medical/health considerations.
  - Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
  - Learns proper procedures to assist students during emergency bus evacuations.
  - Cleans up spills and deals with other conditions that may contribute to an accident.
  - Assists other staff as needed to deal with unexpected or urgent situations.
  - Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
  - Upholds the student conduct code. Maintains high expectations for behavior and performance.
  - Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
  - Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
  - Respects personal privacy. Maintains the confidentiality of privileged information.
  - Reports suspected child abuse and/or neglect to civil authorities as required by law.
  - Participates in staff meetings and professional growth opportunities as directed.
  - Supports workplace initiatives that enhance personal productivity and advance district goals.

- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Green Local School District Board of Education.

The Green Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events. **Rev. 4/09**