

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	BUS MONITOR	File: 702
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Monitors/assists students to ensure safe, efficient and courteous transportation services	
Minimum Qualifications:	<ul style="list-style-type: none"> • Valid state department of education license/permit as determined at the time of appointment. • Behavioral management skills substantiated by training and work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.). • Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful critical-thinking skills. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
NOTE	Some positions may require successful completion of communicable disease, child abuse/neglect, CPR, first aid and/or physical restraint training as a condition of employment.	
Essential Functions:	<p>1. Performs student support services under the guidance of the bus/van driver.</p> <ul style="list-style-type: none"> a. Works effectively without continuous supervision. Performs tasks efficiently to meet deadlines. b. Learns proper procedures to assist students during emergency bus evacuations and how to operate fire/safety equipment. Documents all injuries that require treatment. c. Assists with passenger loading/unloading. d. Communicates bus rules to students. Keeps school personnel informed about behavior problems. e. Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.). f. For vehicles with specialized equipment; checks/fastens seat belts and secures wheelchairs or other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment. g. Responds to student requests for assistance discreetly. Provides help as needed when aware of passengers with medical/health considerations. h. Cleans up spills and deals with other conditions that may contribute to an accident. <p>Additional Duties for Vehicles with a Wheelchair Lift</p> <ul style="list-style-type: none"> i. Work as a team to coordinate all safety measures. Safety is the top priority even if delays disrupt the bus schedule. 	
	<p>2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none"> a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team. b. Contributes to an effective and positive work/learning environment. Completes all assigned duties. c. Maintains a professional appearance. Wears work attire appropriate for the position. d. Helps students understand/embrace ethical conduct and democratic values. e. Respects privacy and maintains the confidentiality of privileged information. f. Maintains an acceptable attendance record and is punctual. g. Strives to develop rapport and serve as a positive role model for others. h. Takes the initiative to perform routine tasks independently. i. Shows an active interest in the academic/personal development of students. j. Supports community participation in school-sponsored events and activities. 	
	<p>3. Maintains open/effective communications.</p> <ul style="list-style-type: none"> a. Prepares/maintains accurate records. Submits required paperwork on time. b. Provides prompt notification of personal delays or absences. 	

	<ul style="list-style-type: none"> c. Refers district policy interpretation questions to appropriate administrator(s). d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully. e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating f. Participates in staff meetings, trainings, and other required school activities. g. Keeps informed about program/procedure changes. h. Seeks clarification when expectations are unclear.
	<p>4. Pursues opportunities to enhance professional performance.</p> <ul style="list-style-type: none"> a. Keeps current with advances in technology associated with work assignments. b. Maintains applicable credentials. Complies with all state licensure requirements. c. Works toward mastery of individualized development/performance goals as directed. d. Attends meetings, in-service programs, and trainings as directed.
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <ul style="list-style-type: none"> a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect. b. Responds to emergencies following the district’s emergency preparedness/crisis response plan. c. Provides appropriate supervision and maintains high expectations for acceptable student behavior. d. Monitors for situations that may indicate a problem. e. Notifies appropriate administrator(s) of potential problems.
	<p>6. Performs other specific job-related duties as directed</p> <ul style="list-style-type: none"> a. Assists with unexpected/urgent situations as needed. b. Helps implement workplace initiatives that advance district goals.
Working Conditions:	<p>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:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes. • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces. • Exposure to blood-borne pathogens and communicable diseases. • Interacting with aggressive, disruptive, and/or unruly individuals. • Lifting, carrying, and moving work-related supplies/equipment. • Operating and/or riding in a vehicle. • Traveling to meetings and work assignments
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>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, program/curriculum changes and unforeseen events.</p>	
Revised 2021	