

# WARREN COUNTY PUBLIC SCHOOLS

<b>JOB TITLE:</b>	Bus Monitor Bus Monitor - Exceptional Child
<b>JOB CLASS CODE:</b>	7942 7943
<b>CLASSIFIED/CERTIFIED:</b>	Classified
<b>REPORTS TO:</b>	Director of Transportation
<b>SALARY SCHEDULE:</b>	120
<b>FLSA STATUS:</b>	Non-exempt

## REQUIRED QUALIFICATIONS

High school diploma or G.E.D.  
Effective communication skills

## DESIRED QUALIFICATIONS

Training in the needs of young children and/or children with special needs  
Experience working with children  
Experience in a diverse workplace

## SCOPE OF RESPONSIBILITIES

The Bus Monitor assists the Bus Driver in providing safe transportation of students. The Bus Monitor assists with the supervision of student conduct and the loading and unloading of students.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Bus Driver in maintaining a positive environment on the bus  
Assists in supervising the loading and unloading of students  
Assists in the pickup and delivery of students from/to parent, guardian or authorized individual  
Observes all health and safety regulations and maintains current knowledge of emergency evacuation procedures  
Performs any other responsibilities as outlined in State Transportation Guidelines for students  
Attends all trainings and completes all training and compliance requirements as assigned by the designated deadline  
Performs other duties assigned by the Director of Transportation and/or Superintendent or his/her designee

## PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work requires bending, squatting, crawling, climbing, reaching, with the ability to carry, push, or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

## TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

# WARREN COUNTY PUBLIC SCHOOLS

## EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Director of Transportation.

*04/14/2003 WCBE*

*Revised 11/08/2010*

*Revised 07/01/2022*

I, \_\_\_\_\_, have read and understand the terms  
(name of employee) set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date