



WARREN COUNTY R-III SCHOOL DISTRICT JOB DESCRIPTION

Position Title:	District Bus Monitor
Reports to:	Director of Transportation
Classification:	Classified Staff
FLSA Status:	Non-Exempt
Terms of Employment:	Salary and calendar to be established by the Board of Education.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel..
Compensation:	According to Classified Staff salary schedule

JOB SUMMARY:

To ride the bus and assure a safe and orderly ride. They assist students with seating, assistive devices, safety, and behavioral concerns. They provide the driver with support as needed, both during routine activities and during emergencies

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality.
2. Demonstrates the ability to manage the conduct of school-aged children.
3. Follows district policy when addressing unacceptable conduct among student passengers.
4. Must establish and maintain effective communication with those contacted in the course of work.
5. Treats students with dignity and respect at all times.
6. Follows district policy concerning the transportation of non-route students.
7. Assist bus driver in maintaining that the bus is a safe haven for all R-III students by not allowing access to non-students, adults, or any unauthorized person.
8. Have knowledge of common safety hazards and necessary safety precautions for self and others, sufficient to be able to establish a safe work environment.
9. Ability to use the principles of safety and to perform skills protecting the health and safety of self, students and coworkers.
10. Demonstrates proper patience and sensitivity with students of all backgrounds and abilities.
11. Conducts self as a professional representative of the Warren Co R-III District at all times.
12. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

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:

1. High school diploma or equivalency certificate.

COMMUNICATION SKILLS:

1. Ability to communicate both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

REASONING ABILITY:

1. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
2. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Ability to work independently.
2. Excellent human relation skills.
3. Experience with students with special needs preferred, but not required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee will lift up to 50 pounds or more, such as, to lift files, papers and equipment.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) 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.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

District Bus Monitor

Revised: 2/12/16

Adopted: 6/11/15