



WILKINSBURG SCHOOL DISTRICT

Job Title: Bus Monitor

Reports To: Building Principal

Summary/Purpose:

The Bus Monitor assists in ensuring the safety, discipline, and well-being of students while being transported on school buses. They work collaboratively with the bus driver to maintain order, help with boarding/unloading, and ensure student behavior adheres to school/district standards.

Key Responsibilities:

- Monitor student behavior on the bus, enforce rules, and report misconduct to appropriate school or transportation personnel.
- Assist students in getting on and off the bus safely, including helping younger students or those with special needs.
- Assist with the loading, unloading, securing and use of safety equipment (e.g. seat belts, child seats, wheelchairs, etc.).
- Monitor the bus at stops, ensure orderly boarding/disembarking, and ensure students' safety near roadways and traffic.
- Assist the driver in emergency situations and with evacuations as needed.
- Assist with completing bus incidents and referrals.
- Maintain accurate records of student attendance on bus, incidents, or other events.
- Communicate with driver and/or school principal about safety concerns or behavioral issues.
- Attend required training (safety, first aid, student behavior, special needs protocols) as needed.

Minimum Qualifications:

- High school diploma or equivalent.
- Ability to work well with children and communicate clearly.
- Patience, firmness, and consistency in enforcing rules.
- Ability to follow directions and work as part of a team (with the bus driver and school/transportation staff).
- Must pass required background checks and clearances (PA criminal history, child abuse clearance, mandated reporter, etc.).

- Ability to meet physical demands: walking, assisting physically when needed (e.g. helping students with mobility, lifting occasional items), standing for extended periods.
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Preferred Qualifications:

- Experience working with school-age children.
 - Experience assisting students with special needs.
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Working Conditions:

- Part-time hours, aligned with school bus routes (morning, afternoon).
 - Exposure to weather conditions while at bus stops or near loading zones.
 - Work involves being on the road in moving vehicles.
 - Possible early mornings / afternoons, depending on route schedule.
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Hours, Salary and Benefits:

- Morning Hours: 7:45 a.m. – 8:30 a.m.
- Afternoon Hours: 3:30 p.m. – 4:00 p.m.
- Hourly wage: Up to \$25/hr.
- Training provided.

Please forward your letter of interest and resume to:
Cindy Bogatay
bogatayc@wilkinsburgschools.org

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