

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### BUS MONITOR

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent, preferred.
- (1) Must be 18 years of age or older
- (2) Experience or training with persons with disabilities preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and comprehend instructions and communicate with students. Ability to understand and carry out instructions. Ability to apply common sense understanding in carrying out instructions. Ability to exercise appropriate disciplinary techniques. Ability to be trained in behavior modification techniques. Ability to work as a team member and serve as a role model. While performing the duties of this job, the employee is regularly required to talk, hear, walk, sit and use hands. Frequently, the employee is required to assist physically challenged students. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### REPORTS TO:

Director of Transportation

#### JOB GOAL

To provide direct assistance to young and disabled students in order to promote the safest, most efficient, and pleasurable environment while in route to and from school.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Assists young or disabled students in getting on and off the bus.
- (2) Maintains order and provides for safety of all students through the use of appropriate student management techniques.
- (3) Provides behavior feedback to ESE teachers in format and time schedules as requested.
- (4) Reports disciplinary and medical problems immediately to driver, school authority, and in emergencies only, to student's parents.
- (5) Assures that all special/adaptive equipment is secured while in transit and available to appropriate students.
- (6) Acquired working knowledge of each student's handicapping condition and maintains confidentiality of information.
- (7) Maintains a written record of medical problems and approved procedure for handling the problem in regard to individual students.

**Board Approved June 18, 2002**  
**Amendment Board Approved April 15, 2003**

## **BUS DRIVER (SUBSTITUTE BUS DRIVER) (Continued)**

- (8) Keeps record of behavioral/medically related incidences and action taken by monitor and/or driver in all cases.
- (9) Maintains a calm, positive, attitude and behaves appropriately for each situation.
- (10) Maintains strict confidentiality of all student information and never releases, formally or informally, any personally identifiable information.
- (11) Maintains current knowledge of emergency techniques and uses as deemed necessary.
- (12) Collects and returns to the school secretary those personal items left on the bus by students.
- (13) Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
- (14) Other duties as may be (1) temporarily and/or sporadically assigned by the supervisor and/or the Board. (2) Permanently reassigned and specific changes noted and signed by the supervisor.
- (15) Other duties assigned by the immediate administrator or supervisor.

## **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Approved Unit Compensation Plan, pay grade 11-23, 27

10 months

Variable hours per day

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.