

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: COVID-19 Bus Monitor
Location: Maple Run Unified School District
Job Group: Non-Union
Reports To: Principal

Summary: The Bus Monitor is responsible for providing operational oversight, day-to-day management, and assists drivers in safe operation of routes.

Essential Duties and Responsibilities: *The duties, responsibilities, and expectations for this position are to be carried out in a manner that will ensure the continued goodwill, cooperation, and confidence of parents, staff, administration, and the Board of School Directors.*

1. Conduct student health checks.
2. Assist driver in sanitizing the bus.
3. Knows the route and remains alert to monitor the welfare of passengers while in route.
4. Assists students in the loading and unloading process.
5. Assists with cooperation and communication with school personnel, students, and parents.
6. Assists with emergency evacuation from the bus, including the use of exiting by emergency doors/windows.
7. Moves up and down steps frequently.
8. May perform other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical 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: High school graduate or equivalent. Previous experience working with children preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with others is required.

Mathematical Skills: Basic math skills including addition, subtraction,

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret written, oral, diagram, or scheduled instructions is required.

Other Skills and Abilities: Knowledge of adolescent development, appropriate and effective behavior change techniques as well as direct experience in working with adolescents is essential.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to stand and sometimes sit. Short and long-range vision is required. The ability to speak with authority is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Work is primarily performed on a school bus or outside.

Evaluation: Per Non Union Guidelines

Date: 7/30/2020

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.