

**Bus Monitor**

*Marshall Public School District Job Description*

**Position Title:** Bus Monitor

**Department:** Early Childhood /Transportation Dept or Special Needs Routes

**Reports To:** Director of Early Childhood

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**SUMMARY:** Bus monitors accompany and supervise children on the bus as they ride to and from school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide the children with a safe and loving environment, making sure all children are properly buckled in their restraints.
- Supervise and assist children as they get on and off the bus.
- Communicate absences and messages to teachers daily.
- Monitor the children's behavior, and discipline accordingly.
- Assist the children in resolving conflicts and developing problem solving skills.
- Serve as a role model through positive communication with children, bus drivers, other staff and parents.
- Follow all guidelines and rules established in the Staff Handbook.
- Share responsibility with the bus driver that children are delivered to the correct address to an approved adult.

**SUPERVISORY RESPONSIBILITIES:** Supervise children getting on and off the bus as well as while in transit.

**QUALIFICATION REQUIREMENTS:** The applicant must be 18 years of age and have good communication and public relations skills. Must be willing to attend training sessions as needed.

**EDUCATION and/or EXPERIENCE:** Must be a high school graduate. 60 hours college credit preferred.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee will sit and stand regularly. Monitors must be able to tolerate periods of time in the heat and cold. Monitors will move around a great deal, helping students in and out of their seats. They rarely sit for any length of time.

**CERTIFICATES, LICENSES, REGISTRATIONS:** CPR and first aid certification is mandatory and will be provided by employer.

**EVALUATION:** Performance of this position will be evaluated in terms of job goals set by the Administrator.

**TERMS OF EMPLOYMENT:** Nine-month employee of program. Salary set by the Board of Education.

