

STARK COUNTY CUSD #100
Job Description

Job Title: BUS MONITOR

Reports To: Administrator

Evaluated By: Administrator

WORK YEAR: Up to 175 DAYS

WORK DAY: Up to 2 HOURS depending on route

JOB GOAL: To supervise students at designated bus stops and to aide with the transportation of students to and from a variety of school sites by supervising the safe and orderly loading and unloading of buses and vans.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent preferred
2. 21 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to understand and follow oral and written instructions
5. Ability to establish and maintain proper conduct and safety of students while waiting to load buses and while students are exiting from buses
6. Ability to accept/relate to students with a variety of exceptional needs
7. Ability to exercise good judgment and extreme caution at job site
8. Ability to remain calm in an emergency situation
9. Ability to read and write in English at a level sufficient to successfully perform required duties
10. Ability to operate a cell phone
11. Ability to meet the physical requirements necessary to safely and effectively perform the required duties
12. Ability to establish and maintain effective work relationships with those contacted in the performance of duties
13. Perform physical requirements which may include:
 - A. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. or more.
 - B. Possible exposure to heat, cold or bodily fluids in cleaning due to student injury or illness
14. Ability to maintain flexibility in schedule
15. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students
16. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned:

1. Safely aides driver in the loading and unloading of vehicles
2. Monitors traffic near job site
3. Oversees the loading and unloading of students, releasing students to authorized individual
4. Ensures that students have access to indoor facilities during inclement weather

5. Maintains order and proper discipline of students; resolving disputes, documents and reports severe disciplinary cases to local principal
6. Reports safety concerns related to procedures or physical site
7. Ensure that students have access to washrooms if necessary
8. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
9. Participate in in-service programs as assigned
10. Act as a friendly ambassador for the Stark County School District
11. Perform such other tasks as may seem to be appropriate to the Board or Administration
12. Maintains satisfactory attendance, as defined in District policy and regulations
13. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Bloodborne Pathogen Training/Hepatitis B Shot Series Training

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job. Ability to work in varying weather conditions and conditions requiring bending, to assist students; standing for prolonged period of time; and reaching in all directions.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.