TITLE: **Bus Duty Aide**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has demonstrated the ability or potential to communicate and work effectively with students and staff

REPORTS TO: Principal

JOB GOAL: Supervise the safe loading and unloading of students from buses

PERFORMANCE RESPONSIBILITIES:

1. Be completely familiar with and follow written safety policies and procedures related to students boarding and exiting school buses
2. Be familiar with and follow all other written policies, procedures, and directions from supervisor related to job responsibilities
3. Supervise designated waiting areas for students
4. Monitor conduct of students
5. Give students a warning for first minor inappropriate behavior
6. In extreme misconduct, where immediate disciplinary measures are to be taken, the principal is to be notified
7. If a child misses a bus, follow procedures developed by the school principal
8. In the case of a student being injured, report the incident to the principal
9. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 01) - When duties performed by certified personnel
* Regular hourly rate - When duties performed by hourly classified personnel
* 10 per wk.
* 175 days
* 9 ¼ months
* Board approved 6-9-94