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| <u>JOB TITLE:</u> | <u>REPORTS TO:</u> | <u>WORK YEAR/DAY:</u> | <u>SALARY GRADE:</u> |
| Bus Monitor | Director of ECE | Student needs determine days/hours | Classified Salary Schedule Need to find grade |

SCOPE OF RESPONSIBILITIES

Assist school bus driver in maintaining safety while the bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Assist the bus driver in maintaining safety on school bus; monitor and assist students while the bus is in operation.
2. Consult with and assist bus driver with documentation of student information; record keeping and completing route surveys.
3. Assist driver in securing seat belts, harnesses and wheel chair clamps as required.
4. Assist parents and school personnel with safe loading and unloading of students; coordinate seating of preschool students as required by state transportation guidelines.
5. Communicate with classroom aides, teachers, principals, school nurse and director of special education concerning student background, medical problems, and behavior as appropriate.
6. Perform necessary medically-related services for students who have been determined by their physician to need such services, upon written delegation of the responsibility and proper training by the District Nurse or her designee.
7. Maintain current knowledge of Emergency Evacuation procedures.
8. Assist children with disabilities on and off the bus and escort children across the street upon return home; lift children as required; assure responsible adult meets student leaving the bus when required.
9. Perform post-trip check of the bus at the end of the route to ensure no students or belongings remain on the bus.
10. Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lifts and other adaptive equipment as necessary.
11. Attend in-service meeting and training courses as assigned.
12. Regularly attend work and be punctual.
13. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma, G.E.D. Certificate or demonstration of progress toward obtaining G.E.D. as required by Kentucky law.
- Current cardiopulmonary resuscitation (CPR) certification on file
- Experience working with young children.
- Understanding of and ability to relate to children with special needs.
- Physical ability to properly operate safety equipment and assist students (push, pull and lift 45 pounds and bend at the waist, kneel and lift hands over head).