

**BUS MONITOR**

Job Summary:

Under the direction of the Director of Maintenance, Operations, and Transportation assists the school bus driver in maintaining safe transportation to and from school; maintaining discipline while bus is in operation; assists with students loading, unloading and with seating arrangements as necessary.

Qualifications:

- High School Diploma or Equivalent required.
- Work involving contact with children or in school setting preferred.

Essential Functions:

- Assists the bus driver in maintaining discipline on the school bus; monitors and assists students while bus is in operation; assist with reviewing video when requested.
- Assists parents and school personnel with safe loading and unloading of students: coordinates seating of pre-kindergarten and kindergarten students.
- Assists the bus driver in reporting infractions of school bus safety.
- Communicates with school personnel and parents concerning student background, medical problems and behavior as appropriate.
- Helps ensure that students take their belongings when departing the bus. Walk-through for items left behind and turned into the supervisor or front office.
- Assist the bus driver with cleanliness of the bus.
- Encourages, models and promotes courtesy among students.
- Observes that safety rules are obeyed and applies school site discipline policy and student conduct code.
- Maintains confidentiality regarding students at all times.
- Maintains current knowledge of Emergency Evacuation procedures and follows mandated reporting requirements.
- Assists with the preparation and signing of accident reports if students are injured.
- Administers first aid as needed.
- Attends in-service meetings and training courses as assigned.
- Follows and assists with district emergency procedures.
- Performs related duties as assigned.

Knowledge, Skills and Ability to:

- Understand and apply district and school policies and rules, in particular those governing student discipline.
- Establish and maintain effective working relationship with students, parents, teacher and administrators.
- Maintain order and control among students; analyze situations accurately and adopt an effective course of action.
- Maintain self- control and balanced judgment in stressful situations.
- Supervise students in order to maintain appropriate safety and order.
- Effectively communicate and establish relationships with students, staff, and community.
- React quickly to an emergency situation and show good judgment in handling such emergency.
- Communication effectively both orally and in writing.
- Basic record-keeping techniques.
- Obtain first aid and CPR certification.

**Working Conditions:**

Environment:

- Indoor and outdoor environment.

Physical Abilities:

- Ability to read policies and printed material.
- Ability to hear and understand speech at normal levels.
- Ability to communicate clearly and effectively.
- Occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds.
- Stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.
- Demonstrate mental acuity in the performance of job-related duties and interactions with students and adults.

Hazards:

- The position may require hand movement, bending, pushing and lifting. Outside work will require appropriate attire due to weather conditions (i.e., cold, rain, fog, heat, etc.).
- Potential physical hazards involved in intervening in anti-social behavior.

Hours: Split shift 4 hours per day

Work year: 180 days

Salary: Classified Range 7

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Employee Signature

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Date

*Corcoran Joint Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, marital or parental status, nationality, race or ethnicity, religion, sex, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Corcoran Joint Unified School District assures that lack of English language skills will not be a barrier to admission or participation in District programs. The Uniform Complaint Process investigates complaints of unlawful discrimination, harassment, intimidation, or bullying. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For questions or complaints, contact Section 504, Title IX Coordinator -Helen Copeland (559) 992-8888, ext.1248.*