

Arlington School District No. 16
Job Description

JOB TITLE: Bus Monitor

CLASSIFICATION:	Classified; Transportation Classification
LOCATION:	Transportation Department
REPORTS TO:	Transportation Director
HOURS:	Up to 6.0 hours per day/180 days per year
SALARY:	Per PSE Schedule A, Para Educator Classification (level to be determined by the Director of Special Education)

SUMMARY: Under the supervision of the Transportation Supervisor, the Bus Monitor promotes a harmonious atmosphere and safe environment on district school buses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists students during transit to and from school and assists the bus driver in maintaining order; minimizes disruptive activity on the school bus for the purpose of ensuring student safety
- Assists with loading and unloading of ambulatory and non-ambulatory handicapped students; ensures student safety while crossing street to and from bus
- Attends to student needs in route
- Ensures that all students observe safety practices and regulations
- Know and follow health, safety, and emergency procedures of the district
- Reports observations and incidents relating to specific students (i.e. discipline, accidents, etc.) for the purpose of communicating with teachers and administration
- Assist other personnel as may be required in the completion of their work
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform job functions
- Performs other such tasks as assigned for the purpose of maintaining program consistency and efficiency
- Consistently work with staff, students, and parents in a courteous and professional manner
- Work as a positive team member
- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student and personnel information
- Assesses potential emergency situations for the purpose of taking appropriate action to protect the well-being of students
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential job requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

EDUCATION and/or EXPERIENCE:

- High School Diploma or equivalent required
- Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed in this position description. Experience with students with physical and mental disabilities is preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State Driver's License

OTHER SKILLS AND ABILITIES:

- Ability to follow oral and written instruction
- Ability to maintain updated knowledge on school policies and procedures that effect this position
- Ability to operate a computer
- Ability to establish and maintain effective working relationships with a variety of people from diverse backgrounds
- Ability to communicate effectively and positively with staff, students
- Ability to work well under pressure and have the capability of processing information in a timely manner
- Ability to practice ethical and professional standards of conduct
- Ability to know and follow health, safety and emergency procedures of the district

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, ride as a passenger on a moving vehicle, and occasionally required to walk or stand. The employee may be required to exert, lift, move, or carry objects up to 50 lbs. without assistance. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Environmental conditions can include exposure to bus exhaust fumes and exposure to adverse weather conditions. Typically, the noise level in the work environment is moderate to high. The employee has direct responsibility for the safety and well-being of others.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.