

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Special Needs Bus Monitor

QUALIFICATIONS:

- Must be at least eighteen (18) years old
- Working knowledge of and experience with students with disabilities is preferred
- Ability of occasionally lift 50 pounds

REPORTS TO: Assistant Transportation Supervisor, Transportation Supervisor, & Director of Operations

JOB GOAL: Provide a safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular programs

PERFORMANCE RESPONSIBILITIES:

- Assist the bus driver with the safety, movement, management and care of students boarding the school bus, leaving the bus or being transported
- Seat self in an area on the bus to ensure observation of all students at all times and make sure they follow bus safety rules
- Assist the school bus driver in reporting infractions of school bus safety
- Monitor students to prevent problems between students and keep those students separated by assigning seats
- When working on a school bus equipped with a wheelchair lift, operate the lift for loading and unloading of wheelchairs and ensure that the wheelchair is properly secured on the school bus
- Attend school bus safety meetings
- Maintain a high standard of student conduct at all times
- Assist bus driver in keeping the bus clear and inspect for damages and repair needs on a daily basis
- Ensure that students take their belongings with them when departing the bus
- Handle and assist with emergency evacuations when necessary, following the correct procedures
- Understand and follow written and oral instructions
- Make sure there are no students left behind after the bus route is completed
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)