



<b>JOB TITLE</b>	<b>Bus Monitor</b>
<b>LOCATION</b>	All three campuses: Ashbury (San Francisco), Ortega (San Francisco), Sausalito
<b>REPORTS TO</b>	Sausalito Campus Director
<b>TYPE OF POSITION</b>	Part-Time, Non-Exempt, Open until filled

### OVERVIEW

- The bus monitor supervises the safety of children on the school bus. She/he assists the bus driver with the safety, movement, management and care of the children boarding the school bus, leaving the bus or being transported.
- This is a part-time position. The working hours are from 7:30 AM to 9:30 AM in the morning and from 2:45 pm to 4:45 pm in the afternoon.
- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 945 students in grades preK-12. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

### RESPONSIBILITIES

- Sign-in the children according to the student bus list and last minute schedule information
- Help children get on the bus and check all student seat belts
- Ensure the security of the students
- Assist the bus driver with pre-trip and post-trip inspections
- Maintains a high standard of student conduct at all times
- Helps children get off the bus and ensures that they take belongings
- Manages the sign-off (pick up of the children by the parents or drop off at school).

### QUALIFICATIONS

- Experience with children preferred
- CPR First Aid
- ECE is preferred
- Punctual, Dependability and trustworthiness
- Energetic and proactive
- French language skills a plus

Interested candidates should send their cover letter, CV/resume, and references via:

<https://www.lelycee.org/about/jobs>

*The Lycée Français de San Francisco is an Equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. This position does not include any relocation assistance. No phone call please.*