

**Monroe-Gregg School District
Role Description**



Job Title: Bus Monitor Paraprofessional
Location: Transportation Department
Job Group: Classified- Non-Exempt (180 Days)
Reports to: Transportation Director

Bus monitor paraprofessionals are responsible for assisting drivers with ensuring the safety of student passengers while meeting established bus schedules. Bus paraprofessionals may work a daily schedule/route or intermittently as needed.

Essential Responsibilities:

- Assists the driver with student seating, securement, assistive devices, and behavioral concerns.
- Ensure students get on and off the bus in a safe and orderly fashion.
- Ensures that students are properly restrained/secured as directed by the student IEP.
- Maintains a cooperative working relationship with the bus driver and school personnel.
- Assists the driver with performing periodic safety drills as required by law.
- Helps to maintain the cleanliness of the school vehicle to ensure safe operating conditions.
- Provides basic first aid as appropriate.
- Attends in-service training to maintain current knowledge as it applies to transporting children.
- Remains knowledgeable in the operation of the school bus radio, wheelchair lift and securements, emergency equipment, and basic school bus operation in the event of the incapacitation of the driver.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the transportation director regarding issues and concerns.
- Other duties as assigned by the transportation director.

Essential Qualifications:

- High school diploma or equivalent.
- Able to get on and off the school bus without assistance.
- Must pass a criminal background check and drug screen per district policy.
- Must meet all qualifications set forth by the Indiana Department of Education.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires frequent sitting; must use hands to handle or feel, reach with arms, climb, bend, stoop, and kneel.
- Must be physically able to perform and demonstrate emergency evacuation procedures.
- Communicate orally and hear on a two-way radio with the transportation department and administrators while the bus is in motion.
- Specific vision abilities include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.
- May be required to carry, push, and/or pull up to 50 pounds.

Environmental Conditions:

Duties are performed on a school bus. Extreme weather conditions to include heat, cold, wet and/or humid conditions may exist. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and unruly students.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.