

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

ESE BUS MONITOR

QUALIFICATIONS:

- (1) Hold a regular High School Diploma or equivalent.
- (2) Be at least 18 years of age.
- (3) Complete Substitute Teacher Training
- (4) Complete CPR, CPI, and First Aide Training
- (5) Meet all requirements for bus monitor
- (6) Must provide a list of three references, letter of intent, and current resume.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Ability to maintain appropriate student supervision so that students have a safe and orderly environment on the bus. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Ability to work cooperatively with colleagues. Willing to attend training and inservice relevant to responsibilities of assigned area.

REPORTS TO: Director of Special Programs & Director of Auxiliary Services

JOB GOAL:

To provide assistance needed to maintain a comfortable and harmonious atmosphere for ESE students being transported from Franklin County to facility providing services.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Assist the bus driver in monitoring student behavior.
- 2) Assist students as needed (safety, hygiene, behavior, restraint, etc.).
- 3) Confers with school bus driver, school principals, and parents as needed.
- 4) Attend trainings, meetings, workshops or seminars as required to maintain certifications and to enhance job knowledge and skills.
- 5) Makes and prepares reports (i.e. Medicaid billing, behavior data, and attendance).
- 6) Maintain a clean and orderly environment for students.

- 7) Assist in the implementation of appropriate student behavior management techniques.
- 8) Treat students and adults with consideration and respect.
- 9) Assist in maintaining positive relationships between the school and parents.
- 10) Communicate effectively orally and in writing.
- 11) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- 12) Participate in all required pre-service training activity.
- 13) Maintain confidentiality regarding student information.
- 14) Demonstrate integrity through ethical behavior.
- 15) Perform job responsibilities in a timely and consistent manner.
- 16) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- 17) Exhibit attention to punctuality, attendance, accuracy and thoroughness.
- 18) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. May be medium or heavy work depending on the particular assignment.

TERMS OF EMPLOYMENT:

Salary shall be paid consistent with the District's approved compensation plan for substitute teachers.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Supervisor' s Signature

Employee' s Signature

Date

Date

FCSB Approval Date

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