



Bus Monitor Job Description
*****Annual Performance Bonus of \$1,000*****
Starts at \$16.50/hour

Christina Seix Academy, an independent Pre-K to 8th grade boarding school, is seeking experienced Bus Monitors. Our purpose is to empower extraordinary young people to grow "From Potential to Achievement" by addressing the systemic educational and other barriers that have historically held back children from marginalized communities. We are proud to employ a culturally diverse faculty that is reflective of our diverse student population.

Bus Monitors, as part of the CSA Transportation Team, are responsible for the safe transportation of students to and from school, as well as to various sporting and off-campus school events. Our monitors are a part of our staff community and often participate in school-wide events and programming.

Benefits:

- *****Performance Bonus of \$1,000***** - split into 2 payments (mid-year and end of year), based on performance evaluation done by the Transportation Supervisor
- Medical insurance
- Free dental and vision insurance
- 401k with employer match and annual Safe Harbor contributions (after 90 days of employment)
- 40 hours paid sick leave/year
- 5 paid wellness days
- 11 paid holidays/year at 3 paid hours/day
- 3 paid hours when the Academy is closed due to inclement weather
- Free meal plan, including a continental breakfast and lunch for employees, and take-out dinner for employees and their dependent family members covered in their select insurance plan
- Great work culture and opportunity to contribute to our important mission in support of our students and families

Qualifications:

- Valid driver's license
- Experience working with children
- Willing to obtain a CDL, highly preferred

Job responsibilities include:

Job Specific

- Work a minimum of three bus runs each day, one in the morning (6:30-9:30 am) and two in the afternoon/evening (3:00-6:00 pm), for a total of about 6 hours/day;
- Work 5 days/week, Monday through Friday;
- Be able to alter routes and/or daily routines based on transportation needs of the day;
- Additional hours may be available during the school day and on weekends, for transportation to and from extracurricular activities;
- Assist with the transportation of students, in a safe manner, ensuring that students are physically and emotionally prepared to learn;
- Escort the students in an orderly manner to their respective classrooms upon arrival at school; assists the CSA staff, as needed;
- Keep assigned vehicle in clean and neat condition; perform daily cleaning tasks to ensure vehicle seats and vehicle passenger compartment are properly swept, trash removed and sanitized, as needed;
- Implement positive discipline practices on the bus. Report misconduct to the proper CSA Transportation Coordinator(s), as required;
- Participate in mandatory school bus emergency evacuation drills; Instruct the transported students on safety and rules and regulations regarding behavior on the bus;
- Be familiar with all laws pertaining to safe school transportation;
- Perform other duties, as requested by transportation supervisors, within the scope of the transportation and caretaking of students, and not otherwise prohibited by law or regulation;
- Observe and learn assigned bus routes, to assist back up/fill in drivers with the efficient completion (pick up or drop off of students) of the route;
- Attend all staff meetings and training sessions, as assigned;
- Demonstrate regular attendance and punctuality;

School Culture

- Create a positive, engaging environment for students on the bus;
- Work collaboratively with CSA staff and families;
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies;
- Serve as a role model for CSA students and staff in demonstrating positive attitude and an effective work ethic;
- All CSA staff are encouraged and sometimes required to attend and/or participate in school-wide events, including concerts, athletic events and celebrations

Physical and Emotional Demands: Work is active; it may require long periods of sitting, standing and walking, as well as reaching at or above shoulder height, twisting, pushing/pulling and stooping/bending/lifting to perform activities with students and staff; must be able to work in an open-concept environment where noise and other activities may at times interfere with concentration. Must be able to alter plans/routines when unexpected, stressful situations and multiple interruptions occur without projecting stress/frustration that would adversely affect the work environment.

Equal Opportunity Employer

Christina Seix Academy is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, sexual orientation, national or ethnic origin, veteran or handicapped status in its hiring policies.

Application Instructions:

Interested individuals please send resumes to Cari Welsh, Director of People Operations and Talent Development, at cwelsh@christinaseixacademy.org and Tatiana Person, Director of Postgraduate Success, at tperson@christinaseixacademy.org.

For more information about Christina Seix Academy, you are encouraged to visit our website at www.christinaseixacademy.org.