

SCHOOL DISTRICT OF DESOTO COUNTY
SPECIAL TRANSPORTATION BUS MONITOR
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Eighteen (18) years of age.
- (3) Satisfactory criminal background check and drug screening.
- (4) Completes required training from the FLDOE (when applicable) prior to assuming responsibilities on bus.
- (5) Complete required district training within 90 days of starting position.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate orally and in writing. Ability to read, speak and write in the English language. Ability to meet all state and federal regulations for bus assistants. Knowledge of characteristics of exceptional education students. Knowledge of the techniques and procedures used in working with students with disabilities. Knowledge of traffic rules and regulations as they pertain to loading and unloading students. Knowledge of safety rules concerning crossing the street. Ability to support Bus Driver in providing modifications and/or accommodations as indicated in each student's Individual Education Plan (these accommodations/or modifications may be medical in nature). Ability to meet the needs of exceptional education students in an appropriate manner. Physical ability to lift student if required by job assignment.

REPORTS TO:

Director of Transportation

JOB GOAL

To attend to the needs and safety of students with disabilities and assist in maintaining orderly conduct on the assigned bus.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist school bus operators in transporting exceptional education students.
- *(2) Assist school bus operators with preparing for modifications in transporting students with an Individual Education Plan for students with disabilities.
- *(3) Assist school bus operator in providing accommodations and/or related services (identified in student's IEPs and/or Individual Health Care Plan) to students.
- *(4) Assist in loading, unloading, transporting, and assisting students with physical disabilities.
- *(5) Assist in maintaining good student conduct on the bus.
- *(6) Continuously monitors the behavior and welfare of students on the bus.
- *(7) Check all safety belts to ensure that all are secured.

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SPECIAL TRANSPORTATIONBUS MONITOR (Continued)

- * (8) Assist students in crossing the street when necessary.
- * (9) Open and close the doors on the bus.
- * (10) Assist substitute drivers with route and procedures.
- * (11) Assist the driver in keeping the bus clean.
- * (12) Acquire and maintain knowledge of students served.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (14) Meet and deal effectively with the staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (15) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (16) Ensure adherence to good safety standards.
- * (17) Maintain confidentiality regarding school/workplace matters.
- * (18) Model and maintain high ethical standards.
- * (19) Participate in training for attendants annually.
- * (20) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (22) Exercise service orientation when working with others.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Use effective, positive interpersonal communication skills.
- * (25) Respond to inquiries and concerns in a timely manner.

System Support

- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (28) Demonstrate support for the school district and its goals and priorities.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (30) Prepare or assist in the preparation of all required reports and maintain all appropriate records. Performs other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. May be required to restrain a physically active individual as a temporary safety measure.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **T03 (9 MONTH/6 HOUR DAY)**

EVALUATION:

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