



NEW: 08/07/2019  
 Submitted: 08/06/2019

JOB TITLE:	SUBSTITUTE MONITOR BUS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 1
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8825
BARGAINING UNIT:	SUBC

**SCOPE OF RESPONSIBILITIES**

Assists the bus driver in supervising, loading and unloading students.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists the driver in maintaining a positive environment on the bus
- Assists in seating all students in the center of the bus (as specified in State Transportation Guidelines)
- Assists in supervising the loading and unloading of students
- Assists in the pickup and delivery of students from/to parent, guardian or authorized individual
- Performs any other responsibilities as outlined in State Transportation Guidelines for students
- Assist in classroom instruction/supervision (when applicable)
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires lifting, bending, squatting, climbing, reaching, carrying, pushing, pulling up to light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D
- Temperament, personality, and patience to deal with young children
- Access to transportation to/from bus compound
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Training in the special needs of young children
- Experience in working with young children
- Experience in a diverse workplace

**Footnote**

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.