



NEW: Submitted:  
08/07/2019 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.