

# **MERIDIAN SCHOOL DISTRICT**

## **JOB DESCRIPTION**

### **BUS MONITOR**

#### **JOB SUMMARY**

Provides bus supervision of students to maintain a safe environment, monitor and encourage positive student behavior, and provide disciplinary intervention, if necessary.

The position may be reduced or eliminated at any time depending on changing program needs. Employees may be transferred or reassigned to other Bus Monitor positions or locations, depending upon the needs of the district. This position is represented by the Public School Employees (PSE) of Meridian School District and is in the Transportation Support classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

High school diploma or equivalent

##### **Licenses and Special Requirements**

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise students while being transported.
2. Provide encouragement and reinforcement of positive student behavior.
3. Establish and maintain effective communication with students, staff and parents.
4. Submit forms/reports as needed.
5. Monitor student behavior on the bus; models appropriate behavior; correct behaviors and maintain discipline according to established policies and procedures; instruct students in behavioral rules and codes for student safety, socialization and individual growth.
6. Assist students with the mastery of interpersonal and personal skills; listen to student confidences and refer problems to teachers, counselors, specialists, or administrators as appropriate.
7. May operate a variety of office equipment.
8. Provide physical assistance to students with disabilities and/or medically fragile students such as lifting; may be required to restrain out-of-control students.
9. Serve as a member of the instructional team of the District; perform related duties consistent with the scope and intent of the position.
10. May prepare, duplicate, collate, and distribute materials; operate a variety of office equipment, including laminator; type materials for librarian and teachers as requested.
11. Respects confidentiality of information.

#### **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary.

#### **MENTAL DEMANDS**

Requires dealing with a wide range behaviors and/or a wide range of physical or emotional disabilities; may occasionally be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member.

## **PHYSICAL DEMANDS**

Requires mobility (standing, walking, etc.); may be exposed to infectious diseases carried by students; exposed to student noise levels; may be required to lift and position students, requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; may require restraining out of control students; requires work outdoors in any kind of weather.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*