



Little Rock School District

JOB DESCRIPTION

Position Title: Bus Monitor

Prepared Date: 01/21/2022

JOB GOAL:

To assist and supervise students on Special Education buses to ride safely, meet medical needs of assigned students while on the bus and to assist students loading and unloading the bus.

TERMS OF EMPLOYMENT:

Nine (9) Month (178 day) contract, Pay 502 Grade 03, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school diploma or general education degree (GED); must be at least 21 years of age.
2. Must have current Red Cross First Aid Certification or be willing to be trained.
3. Ability to operate various equipment such as lifts and support systems for medically fragile students.
4. Evidence of willingness to be trained and to perform medically required procedures on assigned students.
5. Evidence of strong interpersonal skills in dealing with parents, students, teachers, supervisors and co-workers.
6. Be physically able to lift at least 100 pounds and be able to load and unload students in wheelchairs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains student control and discipline on the bus.
2. Assists students in loading and unloading the bus.
3. Goes to the student's door and knocks if student does not immediately come out to meet the bus.
4. Insures that each student is properly dropped off after school.
5. Keeps a daily log of student behavior and actual pick-up and drop-off times.
6. Assists in emergency evacuations, when necessary. \Keeps the inside of the bus clean and orderly.
7. Follows the directions of the assigned Driver, the Dispatching Supervisor, and/or other Transportation Supervisors.
8. Performs any medical procedures required to support the students assigned to the bus.
9. Operates and maintains support systems of medically fragile students.



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10. Administers first aid and/or CPR, when necessary, to assigned students.
11. Assures uninterrupted bus service by knowing the route and supporting the substitute driver by providing immediate information along the route.
12. Performs other duties, as assigned, by Supervisors or the Director.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.