

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Bus Monitor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Transportation Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	018 PARA
REVISED:	November 8, 2001		

BASIC FUNCTION:

Assist in the supervision of pupils at bus stops and on buses while traveling to and from school.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise pupils at bus stops and on buses enroute to or from school or on special activity trips. **E**

Enforce district policies and procedures, as directed by the school bus driver, in maintaining order and discipline at bus stops and on buses. **E**

May occasionally assist with lifting handicapped pupils and equipment on and off buses.

Follow special instructions from the school bus driver pertaining to daily assignments. **E**

Participate in inservice programs related to district policies and procedures, first aid, safety, emergency procedures, and other subjects. **E**

May assist in completing reports of unsatisfactory pupil behavior.

Renders first aid to pupils on an emergency basis. **E**

May secure equipment and cargo.

Operate a two-way radio on an emergency basis. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

How to communicate with and understand the needs of pupils.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.
Traits which provide positive role modeling to pupils.

ABILITY TO:

Follow oral directions.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with others.
Understand and meet school bus schedules.
Complete inservice training in district regulations, policies, and procedures, first aid, safety, bus evacuation procedures and other related subjects.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Riding a school bus, street and traffic noise.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate two-way radio and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to administer first aid, safety, and emergency procedures; lifting heavy objects/pupils as required.

Note: This job class differs from the Special Education Bus Monitor job class in that incumbents in the Special Education Bus Monitor job class supervise and assist special education pupils on a regular basis while incumbents in this job classification supervise special education pupils on an occasional basis or supervise a small number of special education pupils on a regular basis.

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