

TITLE **Bus Monitor - Special Education**

- QUALIFICATIONS**
1. Not less than a high school diploma or general equivalency diploma;
 2. Must be willing to attend safety and/or CPR training; and
 3. Meets health and physical requirements.

JOB GOAL To assist in the safe transportation of special needs students.

ESSENTIAL FUNCTIONS

1. Assist students, as needed, to board and exit the bus safely – including the proper utilization of all required seat belts and booster seats;
2. Provide appropriate care for the safekeeping of students while the students are being transported on the special bus;
3. Secure appropriately all required equipment such as wheelchairs, walkers, braces, etc. on the bus for safe transportation;
4. Maintain order on the special bus;
5. Assist the bus driver with non-driving duties, when possible.
6. Performs other duties deemed necessary by the Special Education Supervisor.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping, kneeling and/or crawling
3. Reaching
4. Talking
5. Hearing
6. Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accept direction or control of a situation.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Ability to handle conflict appropriately.

6. Must have temperament needed to work with special needs children.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
4. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:50 p.m.).

GENERAL REQUIREMENTS

Due to the specific requirements of this position, these employees are paid for a minimum of seven (7) hours for each school day. These employees must remain 'on-call' and available, if and when needed throughout the school day, and are therefore compensated for a seven (7) hour day.

These employees help to safely transport students to and from school in the mornings and afternoons – normally taking from three (3) to five (5) hours daily; however, occasionally additional transportation services may be required (for short periods of time) during the school day. These employees typically are not deemed to be 'on the clock' all day every day, their normal work duties are typically completed before 8:30 am and after 2:30 pm.

If an employee is needed to remain 'on the clock' due to a specific work assignment (in excess of the normal seven hour day), this will be reported on the required timesheet and the employee will be properly compensated for the additional work and required time.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.