



*Respectful, Responsible, Safe & Prepared*

## **POSITION DESCRIPTION**

### **Bus Monitor–Special Education**

#### **ORGANIZATIONAL RELATIONSHIPS**

The Special Education Bus Monitor is responsible for assisting bus drivers in providing on-going and emergency support to students (both ambulatory and non-ambulatory) while riding, loading and unloading the school bus to ensure the safety of all passengers. The primary objective of a special education monitor is to assist school bus drivers in carrying out their responsibilities with respect to the safety of the students who are riding the bus.

#### **PERFORMANCE RESPONSIBILITIES**

1. Assists the driver in maintaining order on the bus.
2. Monitors students while on bus; maintains safety and order on the bus, ensures students wear seatbelts and/or appropriate 5 point seating.
3. Assists students loading and unloading the bus at home and at school.
4. Provides special assistance to students in wheelchairs (bus driver is responsible to check that a wheelchair is appropriately secured).
5. Assists students with personal needs while the bus is in operation
6. Assists substitute bus drivers with routes and directions, as needed
7. Remain seated while the bus is moving unless needed to respond to student or assist a sub driver
8. Provides assistance during emergencies, evacuation planning and drills; provides knowledge and operates emergency window exits.
9. Maintains confidentiality.
10. Promote positive representation of the School District of Waupaca and the transportation contractor at all times.
11. Communicate directly with teachers, principals, or Director of Student Services regarding student behavior.
12. Required to have prompt, regular attendance.
13. Required to complete School District of Waupaca annual training.
14. Required to attend bus safety meetings when invited.
15. Required to report absences through Frontline/District Office.
16. Performs other duties as assigned by an appropriate administrator or their representative.

#### **QUALIFICATIONS**

1. Experience working with children
2. A high school diploma or GED equivalent

#### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves:
  - a. stamina and the ability to move up and down the bus steps.
  - b. manual dexterity to open passenger doors and emergency exits.
  - c. physical strength to assist students with seating, tying down wheelchairs, loading and unloading students, and performing the often demanding tasks during an emergency evacuation.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **TERMS OF EMPLOYMENT**

1. As set forth in the Support Staff Handbook
2. Reports to the Director of Student Services and building level administration

CREATED: 06.23.2023

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.