FOREST HILLS LOCAL BOARD OF EDUCATION

JOB DESCRIPTION

Board Approved: 6/28/2023

Title: Bus Monitor
Reports To: Supervisor of Transportation
Employment Status: Part Time or Full Time
FLSA Status: Non-Exempt
Qualifications:
1. High School diploma or equivalent
2. Demonstrates a sincere desire to aid all students
3. Good health, high moral character, and good attendance record
4. Holds a valid Student Monitor Permit, or equivalent, through ODE

Description:
Assist in providing safe transportation to ensure that students enjoy the full advantage of school district programs and activities. Monitor and assist students while the bus is in operation. To assist bus drivers in maintaining proper records and documentation.

Key Functions:

1. TRANSPORTATION
    - Assist in providing students with access to safe transportation for all school district programs and activities.
    - Assist with loading, unloading and seating assignments as required.
    - Monitor and assist students while the bus is in operation.
    - Consult with and assist drivers in documentation of students information and recordkeeping.
2. STUDENT BEHAVIOR & SUPERVISION
    - Assist students with special needs that require monitoring during arrival and departure
    - Monitor students for medical concerns (e.g. epilepsy, and diabetes).
    - Implement behavioral strategies using the same emphasis and techniques as teachers and other certificated personnel (e.g. IEPs, Behavior Intervention Plans).
    - Assist teachers at arrival/dismissal with crisis problems and discipline.
    - Assist students with personal and hygienic care.
3. OTHER
    - Communicate effectively with all members of the school district and community.
    - React to change productively and handle other tasks as assigned.
    - Support the philosophy and mission of the Forest Hills School District.
    - Other duties as assigned.

ADDITIONAL WORKING CONDITIONS:

1. **Occasional exposure to blood, bodily fluids, and tissue.**
2. **Occasional exposure to extreme weather conditions.**
3. **Occasional interaction among unruly children.**
4. **Ability to occasionally lift and carry up to 50 pounds**

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

The Forest Hills Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

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JOB DESCRIPTION ACKNOWLEDGEMENT

Title: Bus Monitor

Position Incumbent:

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____

(Local Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____

(Signature) (Date)