



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Bus Monitor

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Ability to understand and carry out instructions
3. Ability to meet the physical demands of the job
4. Ability to communicate effectively
5. Ability to maintain a good relationship with all school personnel, students, and parents
6. Such other qualifications as may be set by the Board of Trustees

SUPERVISES N/A

REPORTS TO Director of Transportation and Building Level Principal
Director of Special Education, when working as a SPED Bus Monitor

JOB GOAL

To maintain order and appropriate student behavior on the bus so the driver will not be distracted from safe operation of the bus

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Maintain a safe and orderly environment for all students on the bus
2. Sit in an area on the bus to ensure observation of all passengers at all times
3. Monitor and assist students while the bus is in operation
4. Assist with safe loading and unloading of students
5. Assist with student seating arrangements
6. Consult with and assist the bus driver in documentation of student information and record keeping of student conduct on the bus
7. Communicate with the Director of Transportation and school district administrators concerning issues occurring on the school bus when requested
8. Knowledge of Emergency Evacuation procedures; assist in emergency evacuations when needed
9. Assist with securing seat belts, harnesses and wheel chair clamps as required
10. Assist with loading and unloading handicapped children using the appropriate equipment and techniques
11. Notify the teacher and the building principal of concerns regarding the student health, behavior, or emotional state
12. Perform other duties as assigned

TERMS OF EMPLOYMENT

Employment is based upon identified need; may be up to 180 days annually, with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.