

BUS MONITOR

POSITION RESULT DESCRIPTION

NESD Head Start Program, Inc.

EDUCATION AND EXPERIENCE: Prior experience with children is preferred for the Head Start Bus Monitor position. High School diploma or G.E.D. Certificate is required.

QUALIFICATIONS: The Bus Monitor should demonstrate an ability to perform duties outlined in the job description. The Bus Monitor must have a good rapport with children; be able to work closely with the Ride Line Bus Driver, Head Start staff, parents and volunteers; keep current First Aid training as required by the program; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times.

PHYSICAL REQUIREMENTS: The Bus Monitor must be able to lift 30 lbs. and occasionally heavier items. Must have an initial employment physical examination and provide a doctor's statement of verification.

WORK SCHEDULE: The Bus Monitor is expected to work as per contract in accordance with the annual calendar.

EVALUTATION: The Education Coordinator assigned to them will evaluate the Bus Monitor's performance two times in the first year and one time per year, thereafter.

SUPERVISION: The Bus Monitor is accountable to the Education Coordinator assigned to their area.

SALARY RANGE\ INCREMENTS: The starting salary for this position is \$9.46 per hour. The Bus Monitor shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's year of experience with the program.

Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities, and/or personal priorities!

POSITION OBJECTIVES:

1. To ride the bus and assist the bus driver in supervising the children.
2. To assist the bus driver with record keeping and completing documentation of student information.
3. To assist bus driver and parents with safe loading and unloading of children as required.
4. To assure seat belts, harnesses and wheel chair clamps are secured as required.
5. Communicate with teachers, teacher assistants, Education and Family Services Coordinators concerning student background, medical problems and behavior as appropriate.
6. To continue to improve in all areas as a person through continued education, training opportunities and evaluation recommendations.

KEY RESULT AREA #1: Assist the Bus Driver.

Objective: To ride the bus and ensure safety of children while riding on the bus.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Assist bus driver and parents with safe loading and unloading of children as required.
2. To assure seat belts, harnesses and wheel chair clamps are secured as required.
3. Assist the bus driver in maintaining discipline on bus; monitor and assist children while bus is in operation.
4. Respect and promote the unique identity of each child and family, showing consideration for each family's culture and values.
5. Being responsive to parent's concerns about themselves and their family and linking them with the appropriate Head Start staff for assistance.

KEY RESULT AREA #2: Documentation of children riding the bus.

Objective: To assist the bus driver with record keeping and completing documentation of student information.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Maintain daily attendance logs along with dates and time of pick up and drop offs.
2. Communicate with teachers, teacher assistants, Education and Family Services Coordinators concerning student background, medical problems and behavior as appropriate.
3. Maintain current knowledge of Emergency Evacuation procedures.

KEY RESULT AREA #3: Other Responsibilities

Objective: To fulfill the other responsibilities of this position in an effective manner.

Performance Standards:

1. Participate in staff training and weekly center staff meetings.
2. Fill in for other staff when requested.
3. Janitorial duties, as needed.
4. Continually assess the Head Start program and provide input/suggestions for improving services to children and families.

KEY RESULT AREA #4: Self-Improvement

Objective: To be an asset to the organization and to continually improve in skills, responsibilities and attitude.

Performance Standards:

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. To read all related directives, standards and plans in order to keep up to date with local, state and federal educational standards.
3. The Bus Monitor will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

*This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.