



POCATELLO-CHUBBUCK SCHOOL DISTRICT NO. 25

CLASS SPECIFICATION

Head Start Bus Monitor

Purpose of Class

Assists the bus driver with students to help ensure their safety and well-being; performs related work as required.

Primary Function

The principal function of an employee in this class is to assist loading and unloading children and ride the bus safely. The work is performed under the general supervision of the transportation supervisor. The principal duties of this class are performed in a school bus setting where there is exposure to the weather elements when loading and unloading students, running machinery, and loud noises. Early morning work hours are required. The bus aide is also exposed to some personal injury risk from student behaviors.

Essential Duties and Responsibilities

- Attend to each student's individual needs and behaviors
- Assist students on and off the school bus;
- Secure students into seats via various restraint devices;
- May assist in general cleaning of the interior of the school bus;
- Understand and operate various medical equipment as it pertains to individual students
- Perform all work duties and activities in accordance with District policies, procedures, and safety practices.

Other Duties and Responsibilities

- Guide substitute drivers through bus routes;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Good interpersonal skills;
- Appropriate response to changing surroundings and situations;
- Systemic procedures to ensure all safety precautions are met while loading or unloading students;
- Transportation Department and District rules, codes, standards, and expected student behaviors;

Ability to:

- Follow written and oral instructions and observe District policies and procedures;
- Communicate effectively, both verbally and in writing;
- Establish and maintain effective working relationships with students, parents, teachers, other employees, and administrators;
- Maintain a calm personal demeanor and remain focused in situations of high stress;
- Establish priorities and work within time constraints and deadlines;

- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Operate various medical equipment as it pertains to individual student needs;
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor;
- Maintain student and District confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalent;
- CPR/AED/FIRST AID Certification within 90 days of employment;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent bus aide.

Other Requirements

- Pass a physical examination and be able to physically assist children, some of whom may need to be carried from a vehicle in case of an emergency.
- Pass a Criminal Background Check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and to hear sounds within the normal range of conversation.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to monitor student activities, comprehend situations involving the care and safety of children; comprehend written work instructions.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform required tasks related to the loading and unloading students on the bus and to secure them to ride safely.
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move students. Lifting requirement of at least 50 pounds.
- Job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping and repetitive motions.

SALARY RANGE: School District #25 classified salary schedule. Starting pay schedule is Level 2 at \$12.76 per hour. There are no benefits associated with this position.

SCHEDULE: August – May; 132 days per year if assigned to part day routes only, 168 days per year if assigned to part day and full day routes; 10 to 19.90 hours per week; Monday through Friday, hours vary starting as early as 6:45 am and ending as late as 4:30 pm (depending on route). Typical route lasting 1.5 hours.