

Stipend: Bus Duty Monitor

Stipend

JOB DESCRIPTION

POSITION TITLE

BUS DUTY MONITOR

(Co-curricular, non-tenurable position)

MINIMUM QUALIFICATIONS

Teaching Certification

*(Including Certification, Endorsement,
Licenses or Certificates Required)*

REPORTS TO

Building Principal

JOB GOAL(S)

To assist in providing supervision for the assembly and safe transportation of students.

(Including Relationship to Dist. Goals)

PRIMARY RESPONSIBILITIES

(Including Any Physical and Environmental Factors)

1. Ensure compliance with BOE policies and regulations, including but not limited to, 5600-Pupil Discipline, 8600-Transportation; 8630-Bus Driver Responsibility, and other related Board policies and regulations.
2. Upon arrival to school in the morning:
 - Meet school bus(es) and supervise orderly line-up of students.
 - Escort students to predetermined areas of assembly.
 - If applicable, notify main office in school building if school bus(es) has arrived late.
3. Upon dismissal from school, organize and supervise students for boarding their buses.
4. Escort any student who has missed the bus to the main office and contact the student's parent/guardian. Remain with the student(s) for up to 15 minutes beyond the contracted time. After this time, the student will remain in the school office, under the supervision of the building principal or his/her designee.
5. Perform any other duties as may be required by law or Board policy, or requested by the building principal.

WORKING RELATIONSHIPS:

Building Principal

TERMS OF EMPLOYMENT:

10 months; Stipend as per SOMEA contract

EVALUATION

Job performance will be evaluated by the building principal, in accordance with applicable Board policies and regulations for stipend positions.