



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Bus Monitor

Salary Block: 402

Reports To: Transportation Coordinator

Terms of Employment: 187 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary duties of this employee are to assist bus drivers in maintaining a safe and orderly environment for students while traveling in district buses.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher (preferred)

Special Knowledge/Skills:

- Must possess the ability and desire to work with handicapped students including, but not limited to, students with multiple handicaps
- Able to lift a maximum of 50 lbs.
- Demonstrate the ability to effectively communicate in English (verbal and written) with district employees, parents, students, and the public

Major Responsibilities and Duties:

1. Assumes responsibility for the conduct and safety of students on the bus, to include all handicapped and special education students
2. Exercises emotional stability, patience, tact, and good judgment when interacting with students, parents, school personnel, and bus drivers
3. Assists handicapped and special education students to enter and leave the school bus in an orderly manner.
4. Secures safety harness or other equipment needed for each student
5. Maintains discipline and order during travel
6. Sits in the center or rear of the bus overlooking students and ensures that students always remain seated.
7. Assists teachers and parents in loading or unloading students from the school bus
8. Assists the bus driver in keeping the bus clean
9. Reports absence to the dispatcher in a timely manner for a qualified substitute to be obtained
10. Is punctual when reporting to work
11. Assists in training monitor applicants as assigned
12. Upholds and adheres to safety rules and policies of the SISD safety program.
13. Supports the goals and objectives of the school district and follows all district policies
14. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
15. Performs any other duties as assigned by the appropriate supervisor
16. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district

Bus Monitor

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress. Works well with others and with frequent interruptions.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 3-5-85 AMENDED: 2-5-91, 3-2-93, 7-31-95, 3-1-01, 5-26-06, 6-8-06, 7-25-06, 2-9-09, 6-19-09, 2-19-10, 10-5-16, 10-23-17, 09-25-19, 5-23-2022