



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

BUS MONITOR

POSITION SUMMARY

The Bus Monitor assists students in getting on and off the bus and supervises and supports students while en route.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Bus Loading Support:** Assists the parents with loading/unloading the students at the bus stop. Assists the school personnel with loading/unloading the student on the school grounds. When transporting wheelchairs, work with the bus driver as a team to properly fasten all wheelchair hookups. Ensures that all students are secured and when appropriate, secure safety devices, i.e., seatbelts, harnesses and toddler seats.
- **Bus Supervision/Monitoring:** Enforces safety rules and provide direction to the students. Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator. Positions self on the bus in a location that allows observation and assistance to all students at all times. Assists in student supervision on assigned buses, by monitoring student conduct to ensure implementation of the district transportation code of conduct. Informs driver/supervisor of any problems encountered when interacting with students. Reviews for misbehavior and reports behavior to the supervisor.
- **Bus Driver Assistance:** Be a smiling face and a positive adult interaction for our students. Assists with student safety, encouraging appropriate behavior. Assists with first aid as appropriate. Assists in creating seating charts. Assists in preparing data for reporting information to schools. Assists with student training and evacuations.
- **Student Support:** Refers to supplied IEPs, BIPs, and 504s to best assist students and understand their needs. Assists with student training and evacuations.
- Shall assume any other duties as may from time to time be delegated by immediate Supervisor. Furthermore, the Supervisor shall make any adjustments in the scope of responsibilities as outlined above which will be in the best interest of the school district.

QUALIFICATIONS

- High school diploma or equivalent.
- Ability to work with students in grades preschool through 8th grade

PHYSICAL DEMANDS

The role requires the ability to perform various physical tasks, including standing, walking, sitting, kneeling, lifting, and bending, as necessary to fulfill job responsibilities. The work environment may involve exposure to typical levels of noise and activity associated with a school and on a school bus setting. This overview is not exhaustive of all physical requirements and responsibilities inherent in the role.

TERMS OF EMPLOYMENT

REPORTS TO: Director of Student Services and Director of Transportation	BENEFITS <ul style="list-style-type: none"> ● Sick leave and personal days ● Employer contributions to the Illinois Municipal Retirement Fund (IMRF). ● Opportunities for professional development and growth within the district.
WORK CALENDAR: Student attendance days	
HOURS: Before school (7:00-8:30) and after school (3:00-4:30)	
HOURLY RATE: \$15.00 / hour	

The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of all of the duties and responsibilities related to the position.