



## **JOB DESCRIPTION**

### **JOB TITLE**

Seat-Based School Bus Monitor

### **FTE/HOUR ALLOTMENT**

2-3 hours per day, 15 hours per week .375 FTE

### **REPORTING STRUCTURE**

**Reports to:** Seat-Based Director

**Supervises:** N/A

### **MISSION ALIGNMENT**

**Our Mission:** To grow environmentally literate, community-impacting learners of excellence.

**Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

# DEPARTMENT/PROGRAM

Seat-Based Program reception

## JOB SUMMARY/PURPOSE

- **Student supervision and behavior management:** Monitor student behavior to maintain order, enforce safety rules, and de-escalate conflicts. Report misconduct to the appropriate personnel.
- **Loading and unloading:** Assist students in safely boarding and exiting the bus, including those with disabilities.
- **Securing passengers:** Ensure all students are seated properly and help secure passengers with seatbelts or other restraint devices, such as wheelchair tie-down straps.
- **Emergency assistance:** Assist the bus driver in preparing for and carrying out emergency evacuations.
- **Communication:** Communicate with students, parents, and school staff to address concerns and provide information.

### Additional duties

- **Special needs support:** Provide assistance to students with disabilities, which may include operating a lift or following specific plans like IEPs or 504s.
- **Record-keeping:** Maintain proper records and documentation as required.
- **General assistance:** Assist the driver with tasks such as announcing stops, preparing seating charts, and other duties as needed.

## STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

**For Students:**

- Supporting students to feel appreciated, understood, cared for, while assisting and coaching teachers
- Encourage students to do their best

**For Staff & Community:**

- Supporting the overall operations and systems of the school through efficient use of time and resources
- Ensuring effective communication with families and community members through professional and necessary communication
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**Other Duties:**

- As assigned.

## **CORE VALUES DEMONSTRATED IN THIS ROLE**

This position demonstrates our core values through:

- **Respect:** Treating all families, visitors, and staff with kindness, understanding, and cultural sensitivity
- **Excellence:** Maintaining high standards of customer service and operational efficiency
- **Learning:** Continuously improving processes and staying current with school operations and technology
- **Integrity:** Handling sensitive information appropriately and maintaining honest, transparent communication
- **Community:** Creating a welcoming environment that promotes belonging and partnership with families

## **REQUIRED QUALIFICATIONS**

- **Experience:** Previous experience working with children is often preferred.
- **Education:** A high school diploma or equivalent is typically required.
- **Certifications:** CPR and First Aid certifications are often required or preferred.
- **Physical abilities:** Must be able to physically assist students and stand for long periods.
- **Personal attributes:** Patience, strong communication and interpersonal skills, and the ability to remain calm in stressful situations are crucial.

## **Personal Attributes**

- Commitment to environmental education and community impact
- Excellent people skills and positive, welcoming demeanor
- Self-starter with ability to work independently
- Flexibility and adaptability in fast-paced environment
- Patience and empathy when working with families and students
- Discretion in handling confidential information
- Ability to remain calm in stressful situations

## **WORKING CONDITIONS**

- Standard bus route hours 2-3 hours per day.
- Physical demands include standing, walking, lifting up to 25 pounds
- Regular interaction with students, families, staff, and community members
- Multi-tasking environment with varying priorities throughout the day
- Classroom and entire school work environment

## **TERMS OF EMPLOYMENT**

- **Contract:** 165 day
- **Schedule:** 2-3 hours per day
- **Position Type:** In person
- **Technology Requirements:** Google work space, log in and out of SMARTeR
- **Meeting Requirements:** as needed
- **Delegation Structure:** Report absences to SB director to determine need for substitute
- **Pay Scale:** commensurate with experience and qualifications based on teacher scale
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off may be

If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto:hiring@crosslakekids.org).

## **DISCLAIMER**

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

## Job description

A bus safety monitor's primary role is to ensure the safety and well-being of students during bus transport, which includes supervising behavior, assisting with boarding and exiting, and helping with special needs accommodations. Key duties involve maintaining order on the bus, securing passengers, and working with the bus driver to manage the route and address emergencies.

## Core responsibilities

- **Student supervision and behavior management:** Monitor student behavior to maintain order, enforce safety rules, and de-escalate conflicts. Report misconduct to the appropriate personnel.
- **Loading and unloading:** Assist students in safely boarding and exiting the bus, including those with disabilities.
- **Securing passengers:** Ensure all students are seated properly and help secure passengers with seatbelts or other restraint devices, such as wheelchair tie-down straps.
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- **Communication:** Communicate with students, parents, and school staff to address concerns and provide information.

## Additional duties

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## Required skills and qualifications

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