

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

Job Announcement – September 19, 2018

Bus Monitor

The position of **Bus Monitor** is available immediately for the **Transportation Department** for **East Central Independent School District**. All individuals (district employees included) who are interested in this position must apply online through Frontline via the district website. The deadline for submitting an application is until position is filled.

Position Function/Purpose: Ride buses and help driver ensure safe and orderly transportation of students.

ESSENTIAL JOB FUNCTIONS:

1. Lift and carry students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street.
3. Take children into building and help them find their way.
4. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
5. Manage student behavior and report student discipline problems to appropriate administrator.
6. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
7. Become familiar with all routes to and from school campus to be assistance to driver.
8. Maintain an updated route schedule.
9. Supervise use of seat belts, harnesses, or car seats by students.
10. Follow emergency procedures and help driver administer first aid, if necessary.
11. Operate equipment according to established safety procedures.
12. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
13. Become familiar with and follow procedures established by transportation and special education offices.
14. Help driver keep bus clean.
15. Work irregular hours as needed.
16. Perform other duties as assigned.

Note: Not all applicants will be interviewed. Each applicant's resume, application, and other available information will be considered in the screening process. **Only those persons currently meeting all of the minimum requirements will be screened.**

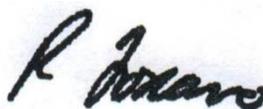
MINIMUM QUALIFICATIONS:

Valid Texas commercial driver's license
Ability to follow written and verbal instructions
Must be 21 years of age
Ability to communicate effectively
Ability to pass alcohol and drug test
Knowledge of student discipline procedure
Ability to manage student behavior
Ability to operate bus

WORK CONDITIONS: *Mental Demands/Physical Demand/Environment Factors:* Maintain emotional control under stress. Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling. Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching; limited light lifting and carrying (under 15 pounds) on a daily basis. Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours.

PERIOD OF EMPLOYMENT: 187 school days

SALARY: District salary schedule



Roland Toscano
Superintendent of Schools