



Bus Monitor – Substitutes

School/Location: Centralia-Chehalis Transportation Cooperative

Supervisor: Director of Transportation
Director of Special Education

Starting Date: As Soon As Possible

Brief Job Description: To monitor student behavior on the school bus; maintain order and prepare behavior incident reports; assist driver with loading and unloading handicapped students. Transport students by district owned vehicle when deemed by the district expedient and necessary.

Essential Job Functions:

- **Assesses** potential emergency situations for the purpose of taking appropriate action to protect the well-being of students
- **Assists** students during transit to and from school and assists the bus driver in maintaining order; minimizes disruptive activity on the school bus for the purpose of ensuring student safety
- **Assists** with loading and unloading of ambulatory and non-ambulatory handicapped students; ensures student safety while crossing street to and from bus
- **Attends** to student needs in route
- **Ensures** that all students observe safety practices and regulations
- **Reports** observations and incidents relating to specific students (i.e. discipline, accidents, etc.) for the purpose of communicating information to teachers and administration
- **Administers** first aid for the purpose of providing emergency care of students

Other Job Functions:

- **Assists** other personnel as may be required in the completion of their work
- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform job functions
- **Operate** district owned vans or cars in a safe manner in a variety of road, traffic and weather conditions
- **Transport** students to and from appointments and special education programs as determined necessary by the Director of Student Services or Designee
- **Performs** other such tasks as assigned for the purpose of maintaining program consistency and efficiency
- **Consistently** deal with people in a courteous and professional manner
- **Other** duties as assigned

Mark Davalos Steve Warren, Executive Kate Pothier, Executive Kristy Vetter, Executive David Eacker, Director
Superintendent Director of Human Resources Director of Special Education Director of Teaching & Learning of State & Federal Programs
Administration Office • P.O. Box 610, Centralia, WA 98531-0610 • Phone 360-330-7600 • Fax 360-330-7604 • www.centralia.k12.wa.us

Centralia School District #401 complies with all federal and state rules and regulations and does not discriminate on the basis of gender, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW28.A640 Officer, Steve Warren, Executive Director of Human Resources, Section 504 Coordinator, Kate Pothier, Executive Director of Special Education 2320 Borst Avenue, Post Office Box 610, Centralia, WA 98531-0610, (360) 330-7600.

Skills, Knowledge and/or Abilities Required:

Skills to operate district owned vans and cars.

Possess, or be eligible for a Red Cross or comparable First Aid Certificate.

Ability to:

- Sit for prolonged periods of time;
- Lift and carry handicapped students;
- Read, write, speak and communicate effectively;
- Deal with students in a warm, confident manner;
- Understand and carry out verbal and written instructions;
- Be fair and consistent when working with students;
- Make common sense decisions in potentially critical situations;
- Listen and communicate about student confidences;
- Understand and communicate student bus safety rules and procedures;
- Work collaboratively and coordinate with school district building administrative personnel;
- Use safe lifting procedures;
- Monitor and correct student behavior;
- Maintain confidentiality;
- Establish and maintain effective working relationships with staff and students.
- Significant physical abilities include: stooping/crouching/bending at the waist and knees, sitting for prolonged periods of time, reading/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision, physical dexterity, arm/leg movement, ability to lift up to 30 lbs.

Typical qualifications:

Education Required: High School diploma or equivalent

Experience Preferred: Experience with students with physical and mental handicaps is preferred.

Licenses, Certifications, Bonding, Testing and/or Training Required:

Criminal Justice Fingerprint Clearance,
Valid Washington State Driver's License,
First Aid/CPR certification (training provided),
DOT physical (provided),
Completion of Special Education training (training provided),
Hepatitis B Vaccine Series may be required.

Application Procedure: Anyone interested in this position should apply through the Public Schools Personnel Cooperative (www.teachinginwashington.com) AND submit a letter of interest to the Administration Office, Attention: Gibb Kingsley, Director of Transportation.