



Official: 
Effective: 08/26/2022

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
www.rbuesd.org

BUS MONITOR JOB DESCRIPTION

DEFINITION

Under the general supervision of a Site Administrator, this position is responsible for supervising student activity on bus routes as determined and needed by Administration. May involve bus stop monitoring as needed. Create and maintain a positive and safe environment for students. Treat all students fairly. Anticipate and respond quickly to incidents.

ESSENTIAL FUNCTIONS & DUTIES

- Assist the bus driver in onboarding and offloading of students.
- Actively monitor students on the bus and respond appropriately to incidents.
- Communicate with students regarding improper behavior and attempt to obtain voluntary compliance with bus rules.
- Report unusual incidents and observations to appropriate school or legal authorities in accordance with procedures established by the principal and/or district.
- Maintain a calm, professional demeanor and positive management of student conflict.
- Attend meetings pertinent to fulfilling job duties.
- Collect data on behavior, and assist students in developing appropriate social skills and behaviors.
- Serve as a role model for students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment.
- Support students for the purpose of promoting socialization and supporting behavior plans.
- Work with students to encourage achievement and progress.
- Assist Administration in recordkeeping and compiling reports.
- Participates in staff meeting and professional development activities as needed.
- May perform other duties directly related to this job description as required by Site Administration.

EDUCATION & EXPERIENCE

Any combination of education, experience and training that would likely provide the required knowledge and skill is qualifying.

- Equivalent to the successful completion of the 12th grade.
- Training or coursework in child growth and development preferred.
- Experience involving the welfare and safety of student or others, preferably in an educational environment.
- First Aid and CPR Certificate or ability to obtain desirable.

KNOWLEDGE OF:

- Proper English usage, spelling, grammar, punctuation and vocabulary.
- Bilingual skills - desired.
- Rules and regulations regarding safe transportation of students.
- Security practices and procedures, including problem solving, commitment to students, job, professionalism, interpersonal, communication and organization.
- Procedures and practices for ensuring the safety and welfare of others.
- Behavior management techniques and strategies relating to pupil achievement.
- Rapidly acquire specific knowledge of student involvement and rules for student behavior.



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ABILITY TO:

- Maintain confidentiality.
- Work collaboratively with staff and parents.
- Interact with students firmly, tactfully and effectively.
- Anticipate and respond appropriately to incidents involving students.
- Communicate and enforce rules and regulations applicable to maintaining a safe transportation environment for staff and students.
- Understand and carry out written and oral instructions.
- Effectively supervise students in a variety of situations.
- Build and maintain effective working relationships with students, parents and administration.
- Empathize with the needs of students; react with flexibility, patience and sensitivity to changing situations and needs of students; communicate with students and motivate them to participate in learning activities.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Requires continuous and frequent student, staff and public contact.
- Requires sitting most of the time, but requires the ability to move quickly if needed.
- Dexterity of hands and fingers to operate equipment, a computer, and office equipment.
- Kneeling and/or bending.
- Lifting and/or carrying objects weighing up to 50 pounds.
- Ability to exchange information in person, telephonically or electronically.
- Ability to assist students experiencing physical and/or emotional difficulties.

Reasonable accommodation may be available to enable a person with a disability to perform the essential functions of the position.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Superintendent with approval by the District Board.

<i>Human Resources Use Only</i>	
Created: <u>August 26, 2022</u>	Revised: _____
APPROVED:	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Director, Human Resources</u>
Signature: <u>Noelle DeBortoli</u>	
Date: <u>August 26, 2022</u>	