



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **BUS MONITOR**

FLSA: Non Exempt

TITLE: Bus Monitor

QUALIFICATIONS:

- High school diploma or equivalent required.
- Must be able to obtain an IVP fingerprint clearance card and pass a background check as required.
- Ability to develop and maintain effective relationships with students and co-workers.

REPORTS TO: Transportation Supervisor

GENERAL FUNCTION: Assist Bus Driver in maintaining safe transportation and student discipline while bus is in transit.

PERFORMANCE RESPONSIBILITIES:

- Assist Bus driver in maintaining discipline with students' aboard bus while in transit.
- Communicate with supervisor in regards to student discipline.
- Keeps in confidence certain facts and information about students.
- Exercises responsible leadership and behavior at all times.
- Maintains a neat and well-groomed appearance.
- Performs other related duties as required.

TERMS OF EMPLOYMENT: 9 months / part time as necessary

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: May 2010

I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____