

TITLE: BUS MONITOR
CATEGORY 2 PARAEDUCATOR

QUALIFICATIONS:

1. Highly qualified as per Department of Elementary and Secondary Education (DESE).
2. Proven ability to work with children with a variety of abilities in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
3. Possess strong verbal and written communication skills.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
6. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

School Business Administrator, Building Principal, and/or designee.

JOB GOALS:

1. To assist bus driver in providing a well-organized, smoothly functioning environment in which students can take full advantage of the transportation.
2. Provide a safe and supportive educational environment for all students and staff as well as providing support to the bus driver.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Assists the bus driver in monitoring behavior and maintaining proper student conduct on the school bus.
2. Verifies possession of school issued bus passes to allow travel on school buses.
3. Ensures that students board, ride and exit the bus in a safe and orderly fashion.
4. Completes bus conduct violation notices and forwards to the building administration in a timely manner in conjunction with the school bus driver.
5. Inspects the bus at the conclusion of each route, notes any damage and collects any personal items left on the bus by students, and forwards these items to the schools main office.
6. Performs such other duties or tasks and assumes such other responsibilities as may be designated or assigned by immediate supervisors.

**TITLE: BUS MONITOR
CATEGORY 2 PARAEDUCATOR**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

TERMS OF EMPLOYMENT: *Varied based on student and district need; full time and part time opportunities available - school calendar year.*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on the evaluation of support personnel.*

SALARY: *Per current EAPC Paraeducator contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Elementary School Committee:

Information: October 5, 1992
Discussion: November 2, 1992
Approved: November 2, 1992

Regional School Committee:

Information: October 13, 1992
Discussion: November 10, 1992
Approved: November 10, 1993

Plymouth School Committee - Updated

Information: December 18, 2017
Discussion: December 18, 2017
Approved: December 18, 2017