

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

BUS MONITOR	
Supervisor: Transportation Manager/Team Leader	Subordinates: None
Classification: Specialist I	Exempt Status: Non-exempt
Terms of Employment: Seasonal	

Job Goal: To assist in providing safe transportation for children and parents.

Essential Responsibilities:

1. Monitor of children and adults while being transported.
2. Ensure that all child restraints are properly installed on the bus.
3. Assure safety restraints are fastened and kept fastened during route.
4. Assist with boarding and exiting the bus.
5. Help with evacuations and assist in the event of an emergency.
6. Discipline children in a consistent manner and inform teacher=s of disciplinary problems on the bus
7. Help with evacuation drills which are done monthly
8. Ensure that bus is attended at all times by the driver, teacher, monitor or parent when children are present.
9. Assist with post trip of bus to assure all students have departed from bus
10. Assist with the delivery of take home material

Qualifications:

1. HS Diploma or GED equivalent
2. Current First Aid and CPR cards
3. Skills in working with children and families
4. Current physical examination and TB screen documentation upon hire
5. Adequate means of transportation
6. Ability to keep accurate records
7. Ability and desire to effectively work with low-income children and their families

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Make precise arm-hand positioning movements and maintain static arm-hand positions.
7. Work with children requiring the ability to walk or run quickly, kneel or sit on floor etc.
8. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
9. Maintain the safety of the environment and children through visual, auditory and smelling senses.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer