

FLEMINGTON-RARITAN REGIONAL SCHOOLS

TITLE: Permanent Substitute Bus Monitor

JOB DESCRIPTION

QUALIFICATIONS:

1. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
2. Substitute Certification
3. Mandated Training as deemed necessary by ESC

REPORTS TO: Hunterdon County Education Commission & Supervisor of Pupil Personnel Services and Special Education

JOB GOAL: To fulfill the role of a substitute bus monitor for the district and to provide classroom and/or clerical support when not assigned bus monitor routes.

The duties of a bus monitor include making sure that children remain safely seated and buckled while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, and following basic principles of childhood development.

Intermittent duties as a classroom assistant or to provide secretarial support

***Job HOURS :** Full Time: 7:55-3:15 PM

Part Time: 7:55-11:55 AM

*Hours may be adjusted to reflect changes in the school district's calendar.

PERFORMANCE RESPONSIBILITIES:

1. Provide behavioral support for students as necessary and appropriate and where applicable, implement individualized behavior plans.
2. If a student is medically identified as in need of a specific Individual Health Plan the substitute transportation aide should be informed of any severe health issues that may need attention during transportation (i.e. seizures, etc.).
3. Answer parent questions regarding transportation where applicable .
4. Provide transportation coverage as assigned. Starting location and schedule could vary by the day, depending on the route requiring coverage.
5. Daily bus monitor assignments will be emailed to the permanent substitute bus monitor and special services supervisor by 7 a.m. each day, via phone through the coordinator of bus monitors from HCESC. When a morning run is not assigned at the bus monitor's start of day, please report to Special Services at Copper Hill at 7:55 a.m.

6. In between covering bus routes, return to Special Services for clerical and/or instructional assistant assignment. If permitted between both parties to communicate assignment via phone/email/text, review the same prior to returning to Special Services to avoid unnecessary travel in instances where the assignment takes place in another school. This will be coordinated by the secretary for transportation in Special Services and the Supervisor.
7. The role of the permanent substitute bus monitor may include filling bus monitor vacancies for upcoming routes that day or in the future. The necessary information including contact information for potential substitute monitors will be provided to the permanent bus monitor from HCESC.

Board Approved: June 21, 2021