



## Pickens County Board of Education Job Descriptions

### **BUS MONITOR**

TITLE/POSITION

RETIREMENT: PSERS

TERMS OF EMPLOYMENT: 180 Days

REPORTS TO: Director of Transportation and/or route supervisor.

QUALIFICATIONS:

1. High School diploma or GED.
2. Valid Georgia driver's license (CDL preferred.)
3. Experience with children.
4. Good judgment, childcare, and student management skills.
5. Able to safely lift 75 pounds.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Assists with loading/unloading of students, including wheelchairs, making sure all equipment and medical paraphernalia (accessories) are properly stored and secured before the bus is moved.
- Is present at work every day, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance following approved dress code policy.
- Exhibits a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Assists with medical care of students.
- Communicates effectively and interact with students.
- Supervises seating arrangements.
- Assists with evacuation procedures.
- Drive a bus as needed.
- Follow federal and state laws, as well as school board policies.
- Works as a team with the bus driver.
- Attends training and meetings as requested or required.
- Other duties as assigned.