

SCHOOL MONITOR/SCHOOL BUS AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work which involves custodial care of groups of children in the maintenance of order and discipline within school buildings and on school playgrounds. The work requires some independent judgment and is performed under the supervision of a teacher or school administrator. Additionally, an incumbent of this position is responsible for overseeing the loading and unloading of student passengers and for administering to their needs, comfort and conduct while in transit on bus trips to and from school. Supervision is exercised over the conduct of student passengers as needed. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Seats children in school lunch rooms and/or auditoriums;
Maintains order and prevents or intercedes in arguments or scuffles;
Assigns tables in a school lunch room and sees that children eat and behave in an orderly fashion;
Directs children in hallways between classrooms;
Maintains order on playgrounds and may suggest games or planned use of time;
Helps keep desks and tables clear and clean;
Assists children on and off school buses;
May relieve on switchboard;
May perform a variety of other duties incidental of the prime duty of School Monitor;
Rides on school bus for the purpose of assisting pupils to climb aboard and alight from bus;
Seats and places student passengers as required;
May operate a lift to load and unload handicapped student passengers and secures restraint devices and wheelchair locks;
Maintains order on bus and makes certain that student passengers are seated while bus is in motion;
Assists students and driver as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good powers of observation; ability to understand and direct children; familiarity with the various bus routes in the district and their stopping places for students; ability to understand and follow oral and written directions; ability to get along well with students and command their respect; working knowledge of first aid methods; tact and courtesy; firmness and authority.

MINIMUM QUALIFICATIONS:

No formal education, training or experience required.