

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Special Education Bus Monitor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
REVISED:	April 2, 2003		

BASIC FUNCTION:

Provide supervision and assistance to special education pupils at bus stops and in buses while traveling to and from school.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise and assist pupils at bus stops. **E**

Meet bus at designated locations. **E**

Maintain order on bus with special education pupils. **E**

Assist in lifting equipment and children with disabilities in and out of buses. **E**

May contact parents and teachers to coordinate pickup schedules and provide information on pupils, ridership, activities, behavior, and needs.

Enforce district policy and procedure in maintaining discipline on buses and at bus stops. **E**

Participate in staff development programs as directed. **E**

Render first aid to pupils on an emergency basis. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Completion of inservice training in care of pupils with disabilities, transportation regulations, safety, and bus evacuation procedures.

Personality and character traits suited to the supervision and care of pupils with disabilities at bus stops and enroute.

Appearance, grooming, and language patterns that will provide a positive example for pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Recognize limitations of pupils and to provide encouragement and support.
Establish and maintain effective working relationships with others.
Render basic first aid.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor, indoor and bus setting.

PHYSICAL REQUIREMENTS:

Strength and stamina sufficient to provide required assistance to pupils with disabilities; personality and character traits suited to the supervision and care of pupils with disabilities at bus stops and enroute; hearing and speaking to exchange information; seeing to perform assigned duties; sitting and standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting heavy objects.

DISTINGUISHING CHARACTERISTICS

This job class differs from the Instructional Aide (Bus) job class in that incumbents do not provide any instruction or tutoring reinforcement activities but, instead, monitor the physical well-being of pupils with disabilities.

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Job Code 6440

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