

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**HEAD START**  
**Job Description**

Date: June 2009  
Exposure Determination Category 3

Salary Grade: 1  
Chart # 1

**Job Title:** Bus Monitor  
**Reports To:** Teacher

**General Function:** Assist in responsibility for safely transporting children to and from Head Start Centers, field trips and other activities in accordance to State and Federal regulations and Head Start Performance Standards.

**Typical Duties and Responsibilities:**

1. Be available to ride bus when Head Start children ride bus.
2. Assist children getting on and off bus.
3. Assist children buckling and unbuckling seat belts.
4. Ensure no children are left unsupervised on the bus.
5. Assist bus driver in overseeing that all child safety seats are installed correctly.
6. Assist bus driver in keeping bus clean.
7. Assist bus driver in paperwork as assigned.
8. Maintain confidentiality regarding program, children, families and staff.
9. Participate and contribute to support a quality program through participating in team meetings, training and program assessment.
10. Perform other duties as assigned.

**Scope of Position:**

- Reports to Teacher.
- Receives direct supervision.
- Work is evaluated by Teachers, Transportation Coordinator through outcomes produced.
- Typically includes riding bus, working with children, families and staff.
- Typical contacts are with children, families and staff.
- Model positive regard for program in the community.

**Knowledge, Skills and Technical Abilities:**

- Requires proficient and positive communication skills with preschool children and their families.
- Positive attitude.
- Appropriate discipline.
- Complete 20 hours of education annually in subject matter related to position.

**Working Conditions:**

- Riding bus 90%
- Meeting/trainings/center 10%

**Major Accountabilities:**

Responsible for:

1. Assist bus driver in ensuring that children are transported safely.
2. Respectful interactions with children and parents.
3. Regular communication and information sharing with teachers.
4. Understand the correct way to install child safety seats.

**Physical Requirements:**

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to lift 50 lbs.
3. Must be physically able to move about, lean across seats to buckle seat belts.
4. Hearing must be at a level to hear and use a cell phone.
5. Physically able to evacuate children from van/bus.

Grade: 1

Approved by: \_\_\_\_\_, Human Resources Director \_\_\_\_\_ Date

Approved by: \_\_\_\_\_, Program Director \_\_\_\_\_ Date