

FIELD OPERATION TEAM

JOB TITLE: Bus Monitor
Working Hours: Monday - Friday
Salary Range:

GENERAL DUTIES:

Under the supervision of the Center Director, the Bus Monitor is responsible for the safe entrance and exit of Head Start enrollees according to the Performance Standards and CSRA EOA, Inc. Policies and Procedures.

SPECIFIC DUTIES:

1. Escort children to/from and on/off the bus.
2. Advise teachers of any problems or behaviors noticed.
3. Check the roll of children in morning and afternoon.
4. Keep children seated and noise level under control during transit period.
5. Operate the ADA lifts for children with disabilities.
6. Provide first aid and emergency assistance to children as needed.
7. Sweep bus daily after arriving at the center.
8. Recruit volunteer and in kind contributions.
9. Participate in recruitment drive.
10. Assist in the classroom whenever it is deemed necessary by the Center Director.

SUPERVISORY CONTROL

The Bus Monitor is responsible to the Center Director who is responsible to the Operations Manager.

The Center Director is responsible for evaluating the Bus Monitor on an annual basis with input from the Transportation Specialist on the Head Start evaluation tool.

OTHER SIGNIFICANT FACTS:

1. Must be able to lift 50 pounds or more.
2. Must have dependable transportation.

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3. Must be able to communicate with parents and children.
4. Must be able to read and write.
5. Must have yearly physical and health card.
6. Must have current CPR and First Aid.
7. Must have valid drivers license.

QUALIFICATIONS:

1. Must have a minimum of a high school diploma or GED

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