

School Bus Monitor Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive

Approved: 0

Revised: 2/9; 5/14

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from High School or possession of a high school equivalency diploma, OR
- (b) Four years of full-time paid (or equivalent part-time and/or volunteer) experience working with students, OR
- (c) Any combination of training and experience equal to or greater than that defined in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS: At the time of appointment, the candidate:

- Must be at least 19 years of age.
- Must be physically able to qualify (post-offer of employment but prior to service) on a performance test consisting of: climbing and descending bus steps, carrying or dragging students in an emergency bus evacuation situation (125pounds of dead weight) and exiting yourself quickly through an emergency door.
- The employee must have completed three-hours of pre-service instruction as prescribed by the NYSED Commissioner.

ON-GOING REQUIREMENTS:

- Must participate in, and qualify on, all additional training as required.
- Must be physically able to re-qualify on a biennial basis on the above-mentioned physical performance test.
- Dependent on the student's IEP, may be required to possess current and valid CPR and First Aid certification and maintain these certifications for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for assisting the School Bus Driver in the safe transportation of the student(s) assigned. The incumbent will assist students to safely embark and disembark from a school bus and will maintain proper student behavior on the bus. The work is performed under the general supervision of the assigned driver, with overall supervision by the Transportation Supervisor. The School Bus Monitor will follow specific duties/expectations outlined in the assigned student(s) individual education plan (IEP) as well as other duties/expectations required. If hired after July 1, 2003 and serving student(s) with a disabling condition, the successful completion of New York State Education Department (SED) mandated training and testing is required before the candidate can assume this position.

TYPICAL WORK ACTIVITIES:

Assist the Driver with student management to insure a safe transport is possible;
Assist student(s) with entering, securing, and exiting the school vehicle as required;
Administer Cardiopulmonary Resuscitation (CPR) when required and seek emergency medical help when needed;
Provide necessary First Aid and Health measures as required by the student's IEP, and seek emergency medical help when needed;
Provide appropriate discipline and control of the student(s) as necessary;
Develop and maintain an appropriate record of student activities while in your care;

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge relating to the special needs of assigned student(s);
Good knowledge of the principles, practices and techniques of Cardiopulmonary Resuscitation when required by the student's IEP;
Good knowledge of principles, practices and techniques used in providing first aid and other emergency health care services;

Ability to properly assist student(s) with entering, securing, and exiting the school vehicle;
Ability to develop written documentation on assigned student(s) in order to assist the administrative staff in determining that proper transportation and safety measures are provided;
Insure that confidentiality of information is maintained.
Confidentiality, tact, courtesy and compassion are required.
The employee's physical condition shall be commensurate with the demands of the position.

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Originally created 9/2004