



Job Title	Bus Monitor
Department	Learner Support
Location	Assigned School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 10/ week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Under the direct supervision and direction of the Principal or Vice-Principal, the Bus Monitor is required to patrol designated area(s) and provide a high level of visibility and a proactive, positive involvement with students. The Bus Monitor shall monitor the activities of students to ensure their safety and well-being as they enter and exit school buses.

TYPICAL DUTIES

- ensures safety of students at the bus loading and associated area(s), including bike and traffic safety
- demonstrates appropriate safety routines while carrying out duties (eg. wear reflective vest)
- monitors students and intervenes when they engage in appropriate behavior such as littering, running, horseplay, fighting, vandalism and swearing
- when necessary, direct misbehaving or injured students to the office to the attention of Administration
- writes up reports on accidents and/or incidents which they have witnessed
- performs all duties with a level of interpersonal skill appropriate to the position
- maintains the confidentiality of sensitive information

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- Grade 10 or equivalent.
- Proficient in oral and written communication.
- Valid 1 WCB First Aid Certificate.

REVIEWED BY

Title

APPROVED BY

Title