

Jurisdictional Class: Labor for New Hartford Central School District and Waterville
Central School District Only
EEO Category: Service/Maintenance
Revised: 01/21/2020

SCHOOL BUS ATTENDANT – SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for attending to the needs of handicapped students on an assigned school bus route. The incumbent will also oversee students and maintain order in corridors, locker rooms, as passengers on school district buses, and in other designated school buildings and areas. The work is performed under the direct supervision of the Transportation Supervisor and under the general supervision of the building principal in accordance with established policies and procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Attends to the needs of handicapped students riding on a district school bus;
Ensures the safety and proper conduct of passengers;
Oversees students and maintains order on district school buses, in designated rooms and areas of the school premises, including recreational and lunch times;
Maintains related clerical records as required;
Assists children in lower grades with wearing apparel;
May operate a lift, restraint devices, and /or wheel chair locks;
May be responsible for security procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; working knowledge of basic aid methods; ability to get along with students and command their respect; good judgement.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENTS:

1. Must be at least nineteen (19) years old.
2. Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

Adopted: 06/06/2016
Revised: 03/22/2018; 01/21/2020