

**JOB OPENING (JOB CODE: HS004)**

**[JOB TITLE:] Bus Monitor**

**[SALARY BASE:] \$10.53/Hour**

**[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207**

**[LOCATION:] Caruthersville, MO**

**[STATUS:] Full Time [TERM:] Regular**

**[CLOSING DATE:] Until Filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 2**

**[JOB TYPE:] External/Internal**

**[SUMMARY:]**

Under the direct supervision of the Bus Driver, the Bus Monitor is responsible for the safe transportation of children while offering of educational activities to children riding the bus and aiding the Bus Driver/Janitor and/or Classroom Teacher. The Bus Monitor will ensure the safety of children traveling in an agency vehicle and perform transportation activities like bus attendance, transporting of medication and safely loading and unloading children on/off the bus. The Bus Monitor will abide with UMOS policies and procedures and UMOS Work Plan (The Model) regarding school readiness and classroom extension, and will ensure that delivery of services is based on the principles of the Parent, Family, and Community Engagement (PFCE) Framework and Head Start Early Learning Outcomes Framework. (HSELOF)

**[JOB DUTIES:]**

1. Maintain a current list of children transported inclusive of daily attendance.
2. Conduct child health observation to determine child health status or injuries for children boarding the bus.
3. Obtain and secure child medications for proper pickup and delivery utilizing safe handling procedures and documenting such activities appropriately.
4. Responsible for the safety and supervision of children during transportation which includes securing children properly in appropriate child safety restraints prior to departure, monitoring children to remain secured throughout transportation, and the loading and unloading of children from the bus by following Transportation policies and procedures.
5. Assist Bus Driver during emergencies and evacuation drills and ensure the vehicle is maintained in a sanitary condition.
6. Is responsible for the implementation, monitoring and compliance of bus rules during transportation of children by providing educational activities as part of school readiness efforts and provide feedback to teaching staff/coordinating staff regarding observed behaviors/development during bus activities.
7. Based on the PFCE Framework, acts as a liaison between parents and center staff regarding center activities, child issues, and upcoming program events.
8. Based on the HSELOF, will provide child engagement through activities such as singing, fingerplays, stories, and positive conversations.
9. Responsible for ensuring that all children are properly released from bus to the parent, guardian, and/or designated person as documented in the child's file.
10. If requested to do so, the Bus Monitor is responsible for providing short-term relief (breaks) to teaching staff in the classroom or playground, as well as providing interpretation services in the classroom while assisting with coverage, at home visits, and Parent/Teacher conferences. 11. The bus Monitor may be requested to assist in fulfilling staff/child ratios in classrooms, kitchen duties, or other areas of the center as assigned should a staff member be absent. (Any type of coverage will be contingent upon prior training and qualifications)
11. Assist the Bus Driver /Janitor to clean and maintain building and playground as needed. 12. Transports and assists with supervision of children and parents during parent meetings, field trips, health clinic visits and as assigned.
13. Participate in trainings for serving children with disabilities or special needs (ex. children with wheelchairs or special car seats, children with allergies) in accordance with the child's IEP and/or IFSP.
14. Report suspected child abuse & neglect per State Law and UMOS policies and procedures.
15. Assist in ongoing recruitment plan activities, including recruitment of children with disabilities.
16. Provide support or T/TA to other locations (centers) with some travel requirements.
17. Attend all staff meetings and trainings and other program activities as assigned.
18. Perform other duties as assigned.

**[QUALIFICATIONS:]**

1. Be 18 years of age
2. No prior teaching experience needed- experience working with children in a variety of capacities is preferred. A CDA credential is also preferred.
3. Ability to work irregular and flexible hours.
4. Bilingual in Spanish and English preferred – both oral and written
5. Have dependable transportation to and from work and occasionally travel to other locations to provide support

**CONDITIONS OF EMPLOYMENT**

**Employment with UMOS is contingent upon successful completion of:**

1. Criminal Background Check prior to employment
2. Physical Exam and TB test showing absence of Tuberculosis within 30 days of employment
3. Completion of Shaken Baby Training prior to working with children
4. Completion of Fire Extinguisher Training prior to working with children
5. Proof of certification in Infant/Child CPR and First Aid within 30 days of hire
6. Must submit all relevant educational documentation at the time of application

**WORK ENVIRONMENT**

These work demands described must be met an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

1. Employee is required to stand, walk, sit, bend
2. Occasionally required to lift and/or move up to 40lbs
3. Occasionally required to drive to trainings and/or if requested to do so for other tasks
4. Frequently exposed to moderate temperature generally encountered in a controlled temperature environment
5. Occasionally exposed to moderate to high noise levels
6. Employee is required to ride a school bus
7. Occasionally exposed to bumpy travel conditions

**TOOLS & EQUIPMENT USED:**

1. Phones and computer system
2. Fax/copy machine, laminator, calculator
3. First Aid equipment, fire extinguisher

\*Uses of these items varies by position

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*Equal Opportunity Affirmative Action Employer*

**8/20/2019**