



**JOB DESCRIPTION**  
**Bishop Tribal Council**  
**Bishop, California**

**Position:** Bus Monitor  
**Supervisor by:** Head Start Director  
**Pay Range:** \$10.00 - \$11.00/Hr.  
**FLSA:** Non-Exempt (Hourly) Part-Time - School Year Position

**Position Summary:**

The Bus Monitor under general supervision by the Bus Driver and direct supervision & evaluation of the Head Start Director will assist the Bus Driver in the safe transportation of the Head Start children to and from the Head Start Center, boarding, exiting the bus and assisting the Bus Driver in emergencies.

**Job Responsibilities:**

- Assist the Head Start children while boarding and exiting the school bus.
- Be trained in the usage of Child Restraint Systems and assist children when preparing for travel, during travel and departure with safety restraints.
- Respond to emergency drills and/or emergencies as necessary.
- Conduct daily observations on children as they enter and exit the bus. Report any concerns to the Teachers, Parents or relevant Staff.
- Complete required transportation forms; i.e., Bus Sign in/off sheets, incidents reports and observation forms.
- Ability to administer basic First-Aid/CPR in case of an emergency, and have current documentation cards in these areas.
- Ability to keep children calm and in control while School Bus is in motion.
- Provide individual attention and perform specialized services according to student's particular disability and needs, remain current on laws and regulations protecting special needs children; assisting with special seating arrangements.
- Be trained in the use of special adaptive equipment for special needs children.
- Be trained on certain aspects of the School Bus in case of emergency situations, where the Bus Driver is unable to be in charge.
- Comply with Head Start Performance Standards, 1310 – Transportation.
- Must follow all confidentiality rules and regulations of the Bishop Indian Head Start and Bishop Indian Tribal Council.
- Attend all Staff Meetings.
- Assist in cleaning the school bus after or before bus route.
- Other duties as required.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Organization and Planning Skills – individual will schedule a series of meetings with the local Tribes in Inyo and Mono counties to discuss the establishment of a Tribal Court Consortium.
- Decision Making - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.

- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

**EXPERIENCE AND EDUCATION:**

- Must be 18 years of age or older.
- Must have a current First-Aid/CPR card or able to obtain training within 30 days of hire.
- Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application.
- Shall be required to pass a Pre-Employment Drug Screen and subject to random drug testing.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation

**OTHER REQUIREMENTS:**

- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.
- Show proof of having had a current medical examination, TB skin test and Hepatitis inoculation. If requirements are not current must consent and complete before employment and be maintained annually.

**PHYSICAL:**

Health Exam and TB Clearance must be met prior to hire.

Maintain adequate physical health, documented by a current physical examination and verification. Be able to lift 50 lbs.

**POSITION INFORMATION:**

- School Year – (10 months)
- Supervised by Head Start Director & Support Service Coordinator.
- Hours: Monday – Friday 6:30 - 8: 30 A.M/ 2:15 – 4:15 P.M. (4 Hours).

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.