

**FLEMINGTON-RARITAN REGIONAL SCHOOLS**  
**Special Services & Preschool Transportation Coordinator & Substitute Bus Monitor**  
**JOB DESCRIPTION (STIPEND POSITION)**

**QUALIFICATIONS:**

1. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination;
2. Mandated Training as deemed necessary;
3. Exhibit a positive attitude toward children, staff, parents, and visitors;
4. Exhibit confidentiality and display ethical discretion, tact, self-control, and professional pride and attitude;
5. Be dependable, prompt, courteous, and accurate in assuming and carrying out multiple responsibilities simultaneously;
6. Work cooperatively with administration and teaching staff;
7. Develop and maintain good relationships with parents and the community;
8. Willingness to keep abreast of new knowledge, office practice, and technology;
9. Dress appropriately for the job;
10. Use Google sheets, Google workspace, Excel, Microsoft word, email, and technology to record and share information;
11. Receive telephone calls and recorded messages and refer messages to administration when necessary;
12. Good public relations;
13. Exhibit confidentiality and display ethical discretion, tact, self-control, professional pride, and attitude; in addition to
14. Fulfilling Teachers Assistant Position.

**REPORTS TO:** Director and/or Supervisor of Pupil Personnel Services and Special Education

**JOB GOAL:** To fulfill the district's substitute bus monitor role and coordinate problem-solving ideas and solutions in coverage for transportation/bus aide positions. Occasionally serve as a transportation/bus aide in either AM and/or PM routes. Communicate absentee coverage plans to the Building Principal, Director and Supervisor of Special Services, and transportation office, and serve as a liaison with the Pre-K through grade 4 elementary school secretary and Special Services office; serve as clerical support in Copper Hill Elementary School and/or special services office when not assigned to bus monitor routes or as a substitute teacher's assistant. When not assigned as a substitute teacher's assistant may be used to assist to serve as a substitute school secretary at Copper Hill Elementary School during secretarial unfilled absence positions.

The duties of a bus monitor include making sure that children remain safely seated and buckled while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, and following basic principles of childhood development.

Intermittent duties as a classroom assistant or providing secretarial support. Coordinate and communicate with other school secretaries regarding absences of transportation/bus aides.

**\*Job HOURS:** Full Time: 8:00 AM to 4:00 PM\*

\*Starting before 8 AM and after 4 PM may be needed to monitor and problem-solve the absences of transportation aides. Hours may be adjusted to reflect changes in the school district's calendar or when assistance is required in order to cover an AM or PM bus route.

### **PERFORMANCE RESPONSIBILITIES:**

1. Provide behavioral support for students as necessary and appropriate and where applicable, implement individualized behavior plans. Transportation special forms will be provided by Special Services to ensure bus monitors are aware of student needs;
2. If a student is medically identified as in need of a specific Individual Health Plan the substitute transportation aide should be informed of any severe health issues that may need attention during transportation (i.e. seizures, etc.);
3. Answer parent questions regarding transportation where applicable;
4. Provide transportation coverage as assigned. Starting location and schedule could vary by the day, depending on the route requiring coverage;
5. Daily bus monitor assignments will be emailed to the permanent substitute bus monitor and special services supervisor by 7 A.M. each day, via phone through the coordinator of bus monitors. When a morning run is not assigned at the bus monitor's start of the day, please report to Special Services at Copper Hill at 8:00 AM.;
6. Return to Special Services for clerical and/or instructional assistant assignment in between covering bus routes. If permitted between both parties to communicate assignment via phone/email/text, review the same prior to returning to Special Services to avoid unnecessary travel in instances where the assignment takes place in another school. This will be coordinated by the special services secretary(ies), preschool secretary, and the Special Services Director and Supervisor;
7. The role of the permanent substitute bus monitor may include filling bus monitor vacancies for upcoming routes that day or in the future. The necessary information including contact information for potential substitute monitors will be provided to the permanent bus monitor;
8. Monitor daily digital information to assess transportation aides' absences and secure and communicate coverage.

**TERMS OF EMPLOYMENT:** Affiliated position 12-Month Position, July 1-June 30. This is a stipend position in the amount of \$7,500. In addition to the duties outlined above, the role is recommended to support transportation aides.

**EVALUATION:** The performance of this job will be evaluated annually in accordance with the Board's policy on evaluation.

**APPROVED BY:** Board of Education

**DATE:** 11/14/2022

**REVISED:** 10/16/23