

APPROVED

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GC SCHOOL BOARD



George County School District

Special Education School Bus Monitor Job Description

Job Purpose

- Provide direct supervision and physical assistance to students with disabilities during transportation to and from school and school-related activities.
- Support the school bus driver in maintaining a safe, orderly, and respectful environment while ensuring all transportation services are delivered in accordance with students' Individualized Education Programs (IEPs), 504 Plans, and applicable state and federal regulations.

Knowledge, Skills, and Abilities

- Knowledge of safe practices and procedures related to school bus transportation, including special education transportation guidelines.
- Knowledge of student behavior management strategies, including de-escalation techniques and Positive Behavioral Interventions and Supports (PBIS).
- Knowledge of confidentiality requirements, including FERPA and HIPAA regulations.
- Ability to operate and secure specialized equipment, including wheelchair lifts, tie-down systems, harnesses, car seats, and other adaptive devices.
- Ability to recognize signs of medical distress, seizures, allergic reactions, or other health concerns and follow established emergency procedures.
- Ability to communicate effectively with students, including those who are non-speaking or have communication challenges, and to communicate professionally with parents and school staff.
- Ability to maintain accurate documentation and assist with required recordkeeping.
- Ability to establish and maintain cooperative working relationships with students, parents, drivers, teachers, and administrators.
- Physical ability to lift up to 50 pounds, bend, secure equipment in confined spaces, and assist with student evacuation during emergencies.

Minimum Qualifications

- High School Diploma or GED required.
- Successful completion of Mississippi Department of Education (MDE) Special Education Bus Monitor training.
- Current CPR and First Aid certification required; additional training in seizure response and Epi-Pen administration may be required.
- Must pass a Mississippi criminal background check, child abuse registry (MS-CAN) check, and required drug screening.
- Must be physically able to perform essential job duties, including lifting and assisting with emergency evacuations.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assist the bus driver in maintaining appropriate student behavior and a safe transportation environment.
- Review and follow transportation requirements as outlined in students' IEPs and 504 Plans.
- Assist students with boarding, unloading, seating, and crossing streets when required; ensure a responsible adult receives students when applicable.
- Secure wheelchairs, harnesses, seat belts, and other adaptive equipment using approved safety procedures prior to bus movement.
- Operate wheelchair lifts and specialized securement systems in accordance with safety standards.
- Monitor students during transit and provide behavioral or emotional support as needed to prevent distractions to the driver.
- Observe students for signs of medical distress and respond in accordance with district emergency protocols.
- Assist with daily inspection of specialized seating, restraints, and equipment; report concerns promptly.
- Maintain required documentation and assist the driver with recordkeeping and route information as directed.
- Assist with the implementation of emergency evacuation plans and participate in required drills.
- Communicate appropriately with parents, teachers, principals, and support staff regarding student needs or concerns.
- Attend required in-service meetings, safety trainings, and professional development activities; limited travel may be required.
- Perform other job-related duties as assigned by the immediate supervisor or Superintendent.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports To: Transportation Coordinator or Designee & Special Education Director

Terms of Employment: At Will / 183 Days FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature & Date
	Supervisor's Signature & Date