

HEALTH SCIENCES CHARTER SCHOOL JOB DESCRIPTION

Bus Driver/School Support Monitor

Approximate Start Date: IMMEDIATELY

DEPARTMENT: Non-instructional staff

REPORTS TO: Principal

CLASSIFICATION: Non-exempt

Position Summary:

Under the direction of school-based administration, the Bus Driver/School Support Monitor assists in maintaining a safe school environment by monitoring student activity throughout Health Sciences Charter School.

Responsibilities:

1. Monitors students throughout the day at arrival, breakfast, lunch, transition times, fire drills, building evacuations, and dismissal in the hallways.
2. Responsible for subbing in classrooms as needed.
3. Responsible for coverage in the cafeteria. Monitor and supervise students in the cafeteria. Manage students throughout the lunch line.
4. Responsible for the removal of disruptive students from the classroom
5. Responsible for covering the front desk and all duties that come along with it such as answering phones, greet all visitors, make copies as requested.
6. Responsible for transportation of students on the school bus to all athletic and academic related functions.
7. Maintains professional standards per HSCS in an urban environment.
8. Oversee maintenance, inspections, record keeping, fueling, and certification of the bus through the NY State DOT.
9. Other duties as assigned.

Qualifications:

- High School Diploma or GED Equivalency
- Two (2) years of experience working in a school setting preferred
- Must be able to provide evidence of successful experience working with high school students in an educational setting.
- Must possess and maintain a valid drivers' license.
- Must possess and maintain a valid CDL License.
- Must pass drug screening assessment, background record investigation and federal, state and local fingerprint checks
- Therapeutic crisis intervention and de-escalation training preferred.

Skills:

- Ability to make difficult decisions independently, involving multiple functions within and/or outside of the organization.
- Ability to be flexible, detail oriented, and communicate effectively with school personnel and students
- Ability to address and deescalate conflict in a professional manner.
- Ability to respond to emergency situation while maintaining composure and demonstrating appropriate professionalism and restraint at all times
- Strong planning, problem solving, organizational, verbal and written communication and interpersonal skills.



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Must be able to frequently:

- Repeat the same motions
- Stand for long periods of time.
- Able to communicate verbally.

Moderate to occasional:

- Lifting (1-10 pounds), walking.

What We Offer

HSCS offers an excellent working environment supported by our shared leadership team to ensure each person's strengths can be utilized and fostered. Our teachers have the ability to be flexible in the creation of their curriculum to meet students' needs.

We offer competitive salaries commensurate with experience, performance incentive programs, leadership opportunities, ability to earn additional stipends through extracurricular participation, tuition reimbursement, generous 403B contribution matching and a comprehensive benefits package.

HSCS believes in the importance of being a diverse, equitable and an inclusive organization that enables our community to thrive. *As an equal opportunity employer, we hire without consideration to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law*