

Job Description - Bus Monitor

Main function: The Bus Monitor is in charge of insuring the supervision of the students on school bus to maintain discipline and safety.

Key functions and responsibilities. The Bus Monitor:

- Accompanies the bus driver during the students' transportation
- Liaises with the school and the parents
- Respects timing and planning or, in case of problem, informs school, parents or teachers as soon as possible.
- Is in complete charge of students riding the bus.
- Ensures collecting of students each morning before class and afternoon in function of the planning.
- Supervises children taking the bus in the afternoon after classes
- Ensures handing over of students taking the bus each afternoon to adult designated for pick-up at the arranged spot.
- Ensures student wellbeing on the bus
- Takes care that students enter and exit the bus in an orderly manner and go directly to their seat.
- Takes care that students are seated on the bus, face forward and that they remain seated at all times while the bus is in motion.
- Assists children in buckling and unbuckling safety belts
- Takes care that nothing is extended out the windows.
- Takes care that students help keep the bus clean
- Immediately reports accidents, destruction of property and abusive behavior to the Principal
- Fulfils other duties as assigned by the Primary School Administrative Coordinator which are consistent with the requirements and qualifications for the position.

This job requires an individual who is familiar with Safety Procedures, Bus Rules, and Emergency Evacuation Policies and who speaks English.

The position is part-time (about 1,5 hour before school starts and 1,5 hour after school) for a fixed-term contract starting as soon as possible until the end of June 2020. The position can be combined with one of the positions of Supervisor currently vacant in the school.

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.

In the case of interest, please send a resume, a cover letter and details (including email address) of three professional referees to jobs@isparis.edu.