



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500  
 Pretty Eagle St. Charles

## JOB DESCRIPTION

**Job Title:** Bus Monitor - w/Benefits  
**Department:** St. Labre Indian Catholic School  
**Reports To:** Activities Director  
**FLSA:** Non-Exempt  
**Salary Grade:** 1D (\$9.50-\$9.50)  
**Approval:** 7/22/2010  
**Status:** Part-Time  
**Location:** St. Labre Ashland, MT  
**Closing Date:** Open Until Filled

### SUMMARY

Monitors students while bus is transporting students over specified routes to local or distant points according to time schedule by performing the following duties. To perform the job successfully, an individual should demonstrate the following competencies. Observe safety and security procedures. Report potentially unsafe conditions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. \*Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any time.

1. Enforces bus rules.
2. Ensures safety of passengers.
3. Communicates bus rule violations to school principal.

### SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and or training; or equivalent combination of education and experience.

### KNOWLEDGE SKILLS AND ABILITIES

Ability to establish and maintain effective working relationships with students, staff, and the general public.  
 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.  
 Ability to write routine reports and correspondence.  
 Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.  
 Commitment to the mission of the Roman Catholic Church in Native American education.  
 Sensitivity to, and appreciation of Native American people and their cultures.  
 Ability to serve as an appropriate role model for students.

### CERTIFICATES, LICENSES, REGISTRATIONS

None required.

### PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.