

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
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Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

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Job Description

GENERAL INFORMATION	
Job Title:	School Bus Monitor #TR 25
Division:	Operations and Community Planning, Public Works, Daily Transportation
Date of job Description:	October 2008
Terms:	Fixed-Term
Job Reports to:	Manager of Daily Transportation

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Robert Montour

GENERAL JOB DESCRIPTION:
Under the supervision of the Manager of Daily Transportation, provides School Bus Monitor services to the Daily Transportation department of the Mohawk Council of Kahnawà:ke's (MCK) Public Works Unit.

RESPONSIBILITIES	TASKS
Ensures the safe delivery of school children to and from school and field trips in accordance with school bus operating rules and regulations.	<ul style="list-style-type: none"> ➤ Ensuring students enter bus in an orderly manner without pushing or shoving one another; ➤ Ensuring that the students are not standing in the aisles or causing a disturbance to distract the bus driver; ➤ Preventing the students from placing their arms or heads out of the window(s); ➤ Ensuring that unauthorized persons do not board the bus unless Office permission has been provided; ➤ Keeping all children on board the bus until the destination has been reached; ➤ Making sure the older and bigger students do not bully or harass the younger students; ➤ Assisting the school bus driver with problem students and, if required, disciplinary measures; ➤ Submitting weekly and monthly timesheets for the employee

	<p>hours worked and submit to the immediate supervisor each Monday morning before 8:30 a.m.;</p> <ul style="list-style-type: none"> ➤ Assisting the school bus driver when addressing community member complaints to ensure timely and courteous service; ➤ Assisting bus driver in educating the students on the posted KAHNAWÀ:KE SCHOOL BUS DEPARTMENT rules for transport.
<ul style="list-style-type: none"> ➤ Performs other job related duties as required by the immediate supervisor. 	

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ Determines best methods to ensure safety of passengers; ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to MCK Administration Manual-Personnel Policy and Kanien'keha initiatives. 	

QUALIFICATIONS	
Education and Experience Required	High School Diploma, plus one (1) year relevant experience; courses in Early Childhood Care or related courses and first aid/CPR are an asset.
Skills Requirements	<ul style="list-style-type: none"> ➤ Good communication skills; ➤ Ability to handle children in a professional and tactful manner; ➤ Thorough knowledge of the Kahnawà:ke School Bus Department Operating Rules and Regulations, road and vehicle safety rules and regulations is recommended; ➤ Five (5) day work week during regular school schedules; holidays are not included; work schedule is dictated by the school schedule; ➤ Ability to deal with moderate stress associated with dealing with heavy traffic and conflict resolution; ➤ Ability to work with considerable exposure to adverse weather conditions; ➤ Ability to work with minimal supervision; ➤ Ability to react to emergency situations; ➤ The ability to communicate in the French and Kanien'keha languages is an asset, ➤ Willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES