



**POSITION:**            **School Bus Monitor (3) – Contract**  
**LOCATION:**           **Wikwemikong Board of Education**  
**START DATE:**        **Immediately**

---

The role of the School Bus Monitor will be to assist children with getting on and off the bus safely. They must also ensure that children are in their assigned seats, if applicable. They must make sure that children get off of the bus at the correct stops and that they are being released to the proper guardians.

**KEY RESPONSIBILITIES:**

- Ensuring that students remain safely seated while the bus in motion.
- Maintaining order on the bus.
- Understanding and following written and verbal instructions.
- Following basic principles of early childhood development and establishing good relationships with the children, bus driver, the parents and the staff.
- Ensure that there are no children left behind after the bus route is completed and pick up any trash left behind on the buses.

**KEY QUALIFICATIONS:**

- Active listening skills, instructing skills, speaking skills and verbal expression skills.
- Give full attention to what children, parents or other staff are saying.
- Communicate in age appropriate language so that the student understands what is being relayed to them.
- An awareness of school transportation policy; WBE policy; safety procedures; Incident Report Procedures.
- Current First Aid and CPR certification
- Interested applicants must provide a cover letter, resume, and three references.
- Current vulnerable sector screen (criminal background check)

**COMMITMENT:**        Monday to Friday for 7:15 a.m.-8:45 a.m. and 2:50-4:30 p.m. bus runs

**DEADLINE:**            **February 1, 2019 @ 2:00 p.m.**

**DIRECT APPLICATIONS TO:**        **"School Bus Monitor"**  
Human Resource Manager  
Wikwemikong Board of Education  
34 Henry Street  
Wikwemikong, ON P0P 2J0  
Email: [smorningstar@wbe-education.ca](mailto:smorningstar@wbe-education.ca)  
Tel: 705-859-3834 Fax: 705-859-3787

**\*Only those selected for an interview will be contacted. \***