

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

POSITION DESCRIPTION

TITLE: Bus Driver/Campus Monitor

REPORTS TO: Chief Financial Officer

MAJOR RESPONSIBILITIES:

Bus Driver

- Operates a school vehicle on a regular schedule and on special occasions, as needed;
- Checks the operating condition of the vehicle before starting on a trip;
- Reports any operational defect to the supervisor;
- Informs children about safety practices;
- Maintains orderly conduct of children in the vehicle;
- Keeps interior and exterior of vehicle clean and neat;
- Maintains records of mileage, routes, time, and incidents;
- Prepares and maintains maps of routes and pick-up points;
- May be required to perform minor maintenance tasks on the vehicle.

School Monitor

- Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner;
- Helps maintain order in classrooms, hallways, library, gymnasium, cafeteria and on school grounds by removing students in the event of unruly behavior and bringing them to the student support coordinator;
- Takes attendance and searches for students who are on campus but not in assigned classes;
- Issues pass to students who are late to class;
- Controls traffic while school buses are arriving and departing;
- May assist teachers with supervision during recess and lunch periods;
- Writes formal incident reports to address any situations witnessed and handled to be given to the supervisor and the Superintendent;
- Develops weekly reports and suggestions for the supervisor and the Superintendent

QUALIFICATIONS:

- Good knowledge of driving safety practices and traffic laws and regulations;
- ability to operate a vehicle under difficult driving and road conditions;
- ability to understand and follow simple oral and written directions;

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- ability to get along well with children and command their respect;
- skill in dealing with children and youths with behavioral and/or emotional problems;
- ability to gain and hold the confidence of, and to maintain a patient and understanding attitude toward students;
- ability to establish good working relationships with students, parents, school personnel, and the general public;
- ability to successfully complete therapeutic crisis intervention training;
- mechanical aptitude; mental alertness; dependability; physical condition commensurate with the duties of the position; acceptable driving record;
- Possession of the appropriate license to operate school vehicles, issued by the New York State Department of Motor Vehicles at the time of appointment;
- Meet Article 19-A qualifications or willing to meet those qualifications within three months of hire
- Knowledge of or willingness to learn American Sign Language

SALARY: \$40,000 - \$46,000 commensurate with education and experience

APPLICATION DEADLINE: July 1, 2023

TO APPLY: Forward a resume with cover letter to: fax 914-703-4003 or email employment@nysd.net

New York School for the Deaf is an Equal Opportunity Employer