

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 19-BDM

Opening Date: September 25, 2018

Closing Date: Open Until Filled

TITLE: Bus Dismissal Monitor
TYPE OF POSITION: Part-time; One-half (1/2) hour/day, 3:05 PM – 3:35 PM, on school days (earlier on Early Release days); \$17.00/hour
LOCATION: Elmwood School, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified current HPS High School, Middle School, or Hopkins School paraprofessionals

The **Bus Dismissal Monitor** is responsible for the overall safety and wellbeing of students while they are waiting to board the school bus, and while boarding the Kidsborough-bound school bus. The Bus Dismissal Monitor is responsible for understanding the practices and policies of the Hopkinton Public School district. The Bus Dismissal Monitor reports to the principal.

DUTIES

Duties include, but are not limited to:

1. Ensure children are properly supervised, while waiting in their designated area, to board the Kidsborough-bound school bus;
2. Maintain order and behavior of children while waiting in their designated area, to board the Kidsborough-bound school bus;
3. At the appropriate time, move students to the bus, and assist them in boarding the bus;
4. Maintain accurate list of those students who are appropriately placed on the Kidsborough-bound school bus, and ensure that these, and only these, students board that bus;
5. Maintain effective communication with parents, students, teachers, bus drivers, and the principal, as needed;
6. Other duties, as assigned.

QUALIFICATIONS

To be considered qualified for this position, candidates must have/be the following:

1. High school diploma or general education degree (GED);
2. Must have temperament to deal professionally with individuals with special needs. Experience working with individuals with special needs considered a plus;
3. Such alternatives to the above qualifications as the Superintendent may find appropriate.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #19-BDM and your last name (as, #19-BDM Jones) in the subject line, and submit:

1. Letter of interest, outlining your qualifications and relevant experience;

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Human Resources (Job Vacancy #19-BDM)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.