



as far as the mind can see

School Bus Monitor (Temporary Split Shift AM/PM)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

Job Description:

This is a temporary opening for the 2020-2021 school year. The position is approximately 20-25 hours per week. School bus monitors (SBM) will assist School Bus Drivers during the loading process, pupil management during the bus ride, and unloading process. SBM will interact with students throughout the transportation process and provide a positive example for Parker students in their charge. SBM will be under the supervision of the Transportation Manager.

Essential Duties/Responsibilities:

- Ride along with the School Bus driver to assist in maintaining: social distance, wearing required PPE, proper seating, and students sitting in proper available seats.
- Confirm all students have logged into eMocha prior to boarding the bus.
- Conduct temperature checks when deemed necessary to comply with school procedure. SBM will be responsible for being familiar with the school's policies and procedures which governs their work.
- Collaborate with School Bus Drivers with needs for pupil management issues. Take steps to intervene when students are not in compliance with school policy or procedure.
- Document and notify any incident that may occur during any procedure regarding pupil transportation.
- When communicating with students, parents, community members, and other staff members, the SBM will exercise discretion and assure protection of student's confidentiality consistent with the direction and guidance of staff, administrators, and school policy and procedure.
- Participates in training that addresses the school's Mission, safety, policies, and procedures.
- Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of Francis Parker School.

www.francisparker.org

Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110



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Qualifications:

SBM must be available to work Monday through Friday, split shifts in the AM (6:00 am- 9:00 am) and PM (2:45 pm - 6:00 pm). Hours will vary within those timelines. Punctuality and consistent attendance are required. Past experience working with children in a school, camp, or childcare environment is preferred but not required. The position suggests that the most qualified candidates are engaging, energetic, and patient when working with children in a school setting.

Salary and Benefits:

This temporary position is eligible for prorated benefits, is paid hourly and works approximately 20 hours per week (Monday – Friday: Split Shift AM/PM) at \$14.50 per hour.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:

Name: Katharine Wardle

Title: CFO

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: kwardle@francisparker.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

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Application Process:

A cover letter, resume, and completed application should be submitted electronically to:

Cynthia Zwartjes,

Manager of Transportation

czwartjes@francisparker.org

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for in the subject line

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