



BUS ASSISTANT

JOB DESCRIPTION

Title: Bus Assistant

Organization: Miami Music Project

Compensation: \$10/hour

Reports to: Director of Educational Programming

Start Date: October 19th, 2015

Hours: Monday through Friday, 3:30-8:00pm

Inquiry: Please send your resume and cover letter by October 15th to:
melissa@miamimusicproject.org. Please use the words "Bus Assistant" in the subject line.

Miami Music Project, a Florida-based non-profit organization established in 2008, uses music as a tool for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Our programming is committed to social development through music education, empowering children and youth to acquire the values necessary to achieve their full potential as citizens, positively affecting society through the study and performance of music.

Position Summary:

Under the supervision of the Director of Educational Programming, the Bus Assistant is responsible for assisting in daily transportation operations, providing protective service work to maintain and ensure the security of the students, staff and student property while riding the bus. The Bus Assistant must enforce the adherence to established rules and regulations for students. After the bus arrives to the chapter locations, the Bus Assistant is to assist the chapter coordinator in any and all designated tasks for running the program.

Essential Tasks:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

1. Deter admittance of unauthorized persons onto the bus and to the premises and/or in the classrooms
2. Ensure safety and adherence to bus rules when students are on the bus
3. Take attendance on the bus and ensure timely transportation of students to the chapter

4. Patrol hallways, stairwells, restrooms and parking area throughout MMP class hours.
5. Monitor the classrooms to assist teachers with student needs or to supervise
6. Check all windows, doors and entrances of building to make certain they are secured.
7. Investigate unusual conditions or disturbances.
8. Aid in keeping children safe and orderly in bathroom, snack procedures, check-in, class switching and check out procedures.
9. Escort disruptive students to site coordinator in order to call parents
10. Control physical confrontations.
11. Assist with emergency situations.
12. Assist with the loading and unloading of busses (if required).
13. Assist with chaperoning and security services for special events, concerts and field trips.
14. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of practices concerning the protection of school buildings and grounds, children, teachers and staff;
- Ability to understand and follow oral and written instructions;
- Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention;
- Ability to manage large groups of children effectively and efficiently in a kind and amicable manner;
- Ability to think and act quickly, effectively and responsibly under emergency situations;
- Ability to speak in a clear, understandable manner and comprehend/explain various types of information with a friendly disposition;
- Ability to establish and maintain effective working relationships with associates, students, parents and teachers;
- Ability to interact and deal effectively with people from varying social and cultural backgrounds.

EDUCATION AND EXPERIENCE

- High School Diploma or GED required;
- At least one year of working as a security guard/assistant;
- Some experience working with children.

PHYSICAL REQUIREMENTS

Significant standing; some walking, running, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift 50 lbs. Possess physical and mental stamina commensurate with the responsibilities of the position.

Upon hiring, a Criminal Background check and Miami-Dade County Public Schools fingerprinting (level 2 screening) will be required of the candidate prior to working within public school grounds

