

Job Description

Job Title:	St Rose of Lima Catholic School GTA Bus Chaperone for Moses Lake
Classification:	Hourly/Part Time/20 hours/week
Rate of Pay Range:	\$15.74 per hour/Position is not benefit eligible.
Reports to:	Principal

General Function: This position manages the role of public bus transportation. The chaperone's primary responsibility is to ensure the safety of the students who commute to and from home and St. Rose of Lima Catholic School daily.

Major Activities:

1. Oversees and ensures the safety of St. Rose students for the duration of the time they are in your care. This includes at the bus stop, transit center, and on the bus.
2. Acknowledges and helps correct behavior of any child that may pose a risk or danger to him/herself, group, or public.
3. Ensures all GTA bus rules are followed.
4. Collaborates and communicates with school office and parents as needed.
5. Establishes and maintains a good relationship with children and parents.

Additional Duties:

1. Report any incident of concern by completing Incident Report at St. Rose of Lima School office.
2. Communicate any bus delays with school and parents.

Job Requirements:

The following requirements are those that are normally required for the performance of this position. Any disabled applicant or incumbent who does not meet one or more of the requirements, but who can perform the essential functions of the job (with or without reasonable accommodation) shall be deemed to meet these requirements.

Physical Requirements:

This position requires the physical demands of standing, walking, bending, lifting and performing other tasks requiring low physical exertion. Speaking, hearing and adequate vision is necessary to the performance of the job requirements.

Non-Physical Requirements:

Education: High School diploma or equivalent
Submit to and pass background check.
Complete Virtus training

Special Skills:

Ability to supervise, communicate and work well with students, parents, and St. Rose staff.
Maintain a team-oriented attitude towards parish and school staff.
Flexible with time in the instance the public bus system may be delayed.

Employee Signature Date
Updated August 23, 2023

Principal Signature Date