



Career Opportunity
Bus Monitor
(Full-time, Permanent)

Closing:
October 22, 2025

Anticipated Start Date:
Immediate

Salary Range:
Daily flat rate of \$104.04

General Description:

Under the direction of the Director of Education, the bus monitor is responsible for assisting the bus driver in maintaining discipline on the school bus. This includes monitoring and assisting students while the bus is in operation and working in collaboration with the bus driver to document incidents and student behaviour.

The bus monitor's work schedule will be determined by the Director of Education regarding the transportation route and time frames, which will include number of trips per day. Please note that this schedule can change during unexpected emergencies or school closures. The bus monitor may be assigned to a different bus, from time to time, as determined by the Director of Education.

Responsibilities:

- Assists the bus driver in maintaining order and ensuring the safety of students while boarding, riding, and exiting the bus.
- Assists students with boarding and disembarking safely and directs them to assigned seats as required.
- Ensures all passengers remain properly seated while the bus is in motion.
- Promotes appropriate student behavior and maintains order to prevent distractions to the driver.
- Maintains a positive, calm, and respectful demeanor at all times.
- Protects students from physical or verbal abuse, harassment, and bullying.
- Documents and reports incidents of student behavior as required.
- Communicates any health or behavioral concerns regarding students to the bus driver, principal, or parents, as appropriate.
- Checks the bus at the end of each route to ensure no students remain on board.
- Performs daily cleaning of the bus, including sweeping and washing floors, wiping seats and windows, and removing trash and spills.
- Maintains an up-to-date list of authorized student passengers and updates the seating chart as needed.
- Performs other related duties as assigned by the Principal, Vice Principal, or Director of Education.

Qualifications and Experience/Skills:

- Minimum Grade 12 or equivalent
- Must have or be willing to obtain CPR and First Aid Certification as well as training in using epi-pens.
- Must have the ability to communicate well with youth including children with special needs.
- Preference will be given to applicants from a Mi'kmaq First Nations Community.
- A satisfactory criminal record check and child abuse registry check are required.

Benefits:

This position comes with a variety of benefits including Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.