



Job Title: Bus Monitor

Department: Corporate Work Study Program

Reports to: Sr. Program Manager

Classification: Non-Exempt

Schedule: Part-Time, Seasonal

A pioneer for urban education, Cristo Rey Jesuit High School provides a faith-based college preparatory education and professional work experience exclusively for students from Spanish-speaking families with limited economic resources. A highly regarded Catholic school, Cristo Rey serves students in grades 9-12 and offers an engaging dual language curriculum program integrated with hands-on work experience allowing students unrivaled career exploration and mentorship, positioning them to succeed in college and beyond. Through partnerships with corporations in the Chicagoland area, students work one day per week in an office environment. This educational model enables students to develop career readiness/leadership skills, cultivate a professional network, add real business value, and support the cost to attend a private, college-preparatory, Catholic high school.

Under the supervision of the Senior Program Manager of the Corporate Work Study Program, the Bus Monitor will assist the driver in maintaining order while the van or bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as needed.

This is a seasonal position that follows the annual school calendar (the school year covers Mid-August through early June with school breaks and holidays per the school calendar).

Primary Responsibilities:

- Ensure students safely enter and exit the school bus at their designated stops.
- Ensure all passengers are safely seated before and while the school bus is in motion.
- Maintain order on the bus, explain safety procedures to passengers as needed, enforce rules of conduct and respond to emergencies, including the safe evacuation of passengers through emergency exits.
- Ensure that vehicles are in broom clean condition and free from garbage daily.
- Perform test runs of any regularly scheduled route, as needed, to be comfortable and confident in that route prior to transporting students.
- In collaboration with the bus driver, maintain proper records and documentation of passengers and routes.
- Review directions for the am, pm, storm stop and late run routes regularly and confirm all changes with bus driver and supervisor.
- Exercise good judgment in the performance of job responsibilities and work without direct supervision.
- Communicate effectively with children and parents (as needed).
- Prepare and submit required reports and completed trip logs daily.
- Other duties as assigned by Supervisor.

Physical Demands:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.
- Subject to drug and alcohol testing.

Qualifications:

- Possess a high school diploma or the equivalent.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a good personality that demonstrates interpersonal skills to effectively communicate with students, staff, administration, parents, business partners and the community.
- Commitment to the mission and values of Cristo Rey Jesuit High School which includes a drug and alcohol-free environment.

- Cultural competency and sensitivity to the ethnic, racial, and religious backgrounds of the student body.
- Willingness to work in a faith-based institution.

To Apply: Please visit www.cristorey.net/careers to submit a cover letter and resume.

Cristo Rey Jesuit High School: *Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at www.cristorey.net*

Jesuit Schools Network and Cristo Rey Network: *Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 38 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.*