



Internal/External Job Posting

Position: Bus Monitor and Lunch Recess Aide
Classification: Hourly Employee
Terms: Monday – Friday; 7.50 hours per day
Starting Salary: \$13.73 per hour; per MESPA Contract Agreement
Posted: January 08, 2026
Closing Date: January 15, 2026 or Until Filled

A Bus Monitor's job is to ensure student safety and maintain order on a school bus assisting with boarding/exiting, supervising behavior, enforcing rules, and helping students with special needs, all while working with the driver to allow them to focus on driving.

The Lunch / Recess Teacher Aide supports a safe, orderly, and positive environment for students during lunch periods and recess. This position is responsible for supervising students, promoting appropriate behavior, ensuring student safety, and assisting with transitions between instructional and non-instructional times in accordance with district policies and state regulations.

Education / Qualification Requirements:

- Possession of a high school diploma or its equivalent
- Submit to LIEN check
- Strong communication and interpersonal skills
- Ability to maintain calm, respectful authority and manage student behavior appropriately
- Experience working with children is often preferred

Responsibilities:

See attached job descriptions

Benefits Include:

Vision, Life and AD&D Insurance
Enrollment in State Retirement System
Paid Time Off

Applicants:

Interested candidates should send a letter of interest and resume to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

MONTAGUE AREA PUBLIC SCHOOLS JOB DESCRIPTION

JOB TITLE: Bus Monitor

REPORTS TO: Transportation Director

GENERAL JOB FUNCTION:

A Bus Monitor's job is to ensure student safety and maintain order on a school bus assisting with boarding/exiting, supervising behavior, enforcing rules, and helping students with special needs, all while working with the driver to allow them to focus on driving.

EDUCATION / QUALIFICATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent
- Submit to LIEN check
- Strong communication and interpersonal skills
- Ability to maintain calm, respectful authority and manage student behavior appropriately
- Experience working with children is often preferred
- Must submit to a Criminal History Background Check prior to beginning work

ESSENTIAL JOB FUNCTIONS:

- Maintain regular attendance and report to assignments punctually
- Follow direction from the Transportation Supervisor and work cooperatively with drivers and staff
- Communicate effectively with parents, guardians, school staff, and other authorized individuals
- Assist students during boarding, seating, transfers, and exiting, including securing wheelchairs and seat belts
- Assist students with special needs when required
- Ensure all riders are seated and follow safety procedures
- Monitor student behavior and manage student discipline while on bus to maintain a safe and orderly environment
- Assist with pre-trip/post-trip inspections, maintaining bus cleanliness, and emergency procedures
- Participate in required training, including CPR, First Aid, and emergency preparedness
- Document rider attendance, incidents, accidents, and injuries in accordance with reporting requirements
- Follow and enforce rules and regulations established by the District, the Michigan Department of Education, and local, state, and federal authorities
- Comply with all laws governing the operation of a vehicle and/or school bus
- Perform other duties and assume additional responsibilities as assigned

NOTABLE PHYSICAL REQUIREMENTS:

Occasional heavy lifting (75 – 100 pounds) may be required.

TYPICAL WORK ENVIRONMENT:

Work is done on school bus runs and in facilities office space. Occasional assignments may require short trips and work to other MAPS facilities, the MAISD or elsewhere in the community.

EVALUATION:

The Bus Driver is evaluated by the Transportation Director.

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Lunch / Recess Teacher Aide

REPORTS TO: Principal

GENERAL JOB FUNCTION:

The Lunch / Recess Teacher Aide supports a safe, orderly, and positive environment for students during lunch periods and recess. This position is responsible for supervising students, promoting appropriate behavior, ensuring student safety, and assisting with transitions between instructional and non-instructional times in accordance with district policies and state regulations.

EDUCATION / QUALIFICATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent
- Strong communication and interpersonal skills
- Ability to maintain calm, respectful authority and manage student behavior appropriately
- Experience working with children is often preferred

ESSENTIAL JOB FUNCTIONS:

- Maintain regular attendance and report to assignments punctually
- Supervise students during lunch, recess, and related transitions to ensure safety and appropriate conduct
- Maintain an orderly environment in cafeterias, playgrounds, and other assigned areas
- Enforce school rules and behavioral expectations in a fair and consistent manner
- Assist injured and sick students
- Report accidents, injuries and disciplinary problems to teachers and school administration
- Ability to stand, walk, and actively supervise students for extended periods
- Ability to work indoors and outdoors in varying weather conditions
- Ability to respond quickly to student needs and emergencies
- Willingness to participate in required training as directed by the district
- Assist with emergency drills in keeping with school practice
- Perform other duties and assume additional responsibilities as assigned

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Work is performed inside and outside MAPS school buildings in varying weather conditions.

EVALUATION:

The Lunch/Recess Teacher Aide is evaluated by the Principal.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.