



## **EMPLOYMENT OPPORTUNITY**

**POSITION:** Bus Monitors  
**LOCATION:** Wiikwemkoong Board of Education  
**SALARY:** \$19.26/hr. (4 hr./day)  
**START DATE:** Immediately

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The role of the School Bus Monitor is to assist children with getting on and off the bus safely. They must also ensure that children are in their assigned seats, if applicable. They must make sure that children get off the bus at the correct stops and that they are being released to the proper guardians.

### **RESPONSIBILITIES:**

- Ensuring that students remain safely seated while the bus is in motion.
- Maintaining order on the bus.
- Understanding and following written and verbal instructions.
- Following basic principles of early childhood development and establishing good relationships with the children, bus driver, the parents, and the staff.
- Ensuring that there are no children left behind after the bus route is completed and pick up any trash left behind on the buses.

### **QUALIFICATIONS:**

- Active listening skills, instructing skills, speaking skills, and verbal expression skills.
- Give full attention to what children, parents, or other staff are saying.
- Communicate in age-appropriate language so that the student understands what is being relayed to them.
- An awareness of school transportation policy; WBE policy; safety procedures; Incident Report Procedures.
- Current First Aid and CPR certification.
- Interested applicants must provide a cover letter, resume, and three references.
- Current vulnerable sector screen (criminal background check (within the last 90 days) upon offer of employment.

**COMMITMENT:** Monday to Friday for 7:00-9:00 a.m. and 2:30-4:30 p.m. bus runs.

**CLOSING DATE:** Closing March 11, 2026 @ 2:00 p.m. (2<sup>nd</sup> Posting)

**DIRECT APPLICATIONS TO:** Angela Shawanda, Recruitment and Retention Coordinator  
Wiikwemkoong Board of Education  
34 Henry Street  
Wikwemikong, ON P0P 2J0  
Email: [applications@wbe-education.ca](mailto:applications@wbe-education.ca)  
Tel: 705-859-3834 Fax: 705-859-3787

**Preference will be given to Indigenous applicants. Self-identification is encouraged.**  
**\*Only those selected for an interview will be contacted.\***