

## **Bus Driver/Recess Aide (Full Time, 10-month)**

Empower College Prep is seeking Bus Drivers to drive a bus along routes and special activity trips. Pick-up and drop-off students at designated bus stops and schools. This position is full-time (40 hours per week), 10-months in duration, benefits are included.

Empower College Prep began in 2012 with a commitment to be a movement of teachers partnering with parents to transform the educational and life opportunities of their children; and to empower these children to transform their community, their country, and their world.

In 2020, we sent our first graduating class of students to college, expanded to serve grades K-2, and welcomed more than 800 students onto a new, \$20 million campus on the I-17 just north of Camelback.

The key to our success is highly effective, highly committed teachers who love both their content and their students.

### **Essential Functions Bus Driver:**

- Drives a bus along routes and special activity trips. Picks-up and drops-off students at designated bus stops and schools
- Pass the Arizona DPS Bus Driver Physical Performance Test
- Inspects buses for safety and proper operation.
- Fuel buses.
- Monitors and assists with maintaining the behavior, safety, and medical needs of students on the school bus.
- Cleans and sterilizes buses.
- Communicates regularly with parents, supervisors, school staff, co-workers, and students.
- Completes all required paperwork to include route changes, mileage reports, and student counts.
- Supports the relationship between Empower College Prep and the public by demonstrating courteous and professional behavior when interacting with students, parents, visitors, and school staff; maintains absolute confidentiality of work-related issues, client records, and school information; follows Governing Board Policies; performs all other related duties as required or assigned.

### **Essential Functions Lunch and Recess Aide:**

- Supervise students while at recess.
- Encourage positive play and cooperation.
- Circulate around the field and playground.
- Assist students with resolving minor situations.
- Assist students with receiving medical attention when needed.
- Supervise in dismissal from the playground.
- Communicates with the Culture Team about any relevant concerns.
- Informs the Culture Team of any serious infractions of discipline rules by students.
- Notifies the Culture Team or Operations Team immediately in event of a breach of security procedures.
- Brings medical problems and injuries to the immediate attention of the Health Assistant.

- Alert at all times to the children and their needs.
- Follows all policies, rules and procedures established by the school.

Minimum qualifications:

- Possess a Commercial Driver's License, Class 'B' with a 'P' endorsement, and an Arizona School Bus Driver's Certificate
- Fingerprint Clearance Card
- Experience in supervision of personnel
- Effective interpersonal and communication skills
- Knowledge of mechanical aspects of school buses and fleet maintenance
- Knowledge of school bus routing and scheduling

NOTE: The District may waive or amend the above qualifications, as it deems appropriate

The employee must occasionally lift and/or move up to 15 pounds

Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.