



Job Description

1. General Job Title: Bus Driver/Operations Associate

2. Original Date:
January 31, 2022

3. Location: Empower College Prep

4. Revised Date:
N/A

5. Department: Operations

6. Basic Function and Scope of Responsibilities: To assist in maintaining an orderly, safe, and pleasant atmosphere on the field and playground and in other designated locations by helping and supervising students in accordance with Empower College Prep policy and procedures.

7. Principal Responsibilities:

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
- 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.

Operations Associate:

- School duties as assigned (operations needs, recess/lunch duty)
 - Assist with point of sale requirements for school meals
 - Assist with operations of school events which may include the set up for events that occur outside the school day (Percentage of Time)
 - Assist with transportation issues with school bus and public buses
 - Assist with overseeing vendors that are on the campus
 - o Assist with the cleanliness and safety of the campus
 - o Assist or handle any operation tickets that are submitted
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Bus Driver/Operations Associate

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- Assist with overseeing vendors that are on the campus o Assist with the cleanliness and safety of the campus o Assist or handle any operation tickets that are submitted
 - Assist/Receive, ordering, inventory, and stock all materials that flow through the school campus o Assist with the assembly of furniture o Assist with mail distribution
 - Assist with janitorial needs when necessary
 - Notify and assist the administration with any situation that poses a potential threat to school safety or health (emergency drills, lice checks, etc.)
 - Perform facilities maintenance and repair tasks in a variety of areas and as assigned by the Manager of Facilities and Operations and in accordance with all applicable safety codes and regulations
 - Other duties as assigned

8. Education Requirements: Check the minimum level of formal education that is required to perform this job satisfactorily.

X High School Diploma or GED - **required**

- Vocational School or some college courses
- Associate's Degree, Trade or Technical School
- Bachelor's Degree in related field
- Master's Degree in related field

9. Certifications/Licensure, Training, Skills, Knowledge and/or Experience: List specific examples, denoting (R) if required or (P) if preferred

- Identity Verified Prints (IVP) Fingerprint Clearance Card (R)
- Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors (R)
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school (R)
- Demonstrate a strong work ethic (R)
- Strong communication skills in English and Spanish, including proper vocabulary and grammar (P)
- Cardiopulmonary Resuscitation (CPR) certified (P)
- 1 to 2 years of related experience providing customer service in a technological environment. Knowledge of a variety of hardware, software, and operating systems. Basic knowledge of network protocols and some experience with computer applications and operating systems. May be tested on appropriate computer skills as required.
- Microsoft Office or Google Suite proficiency (P)
- Interpersonal communication skills (R)
- Ability to multitask and handle multiple projects at once (R)
- Organization and detail-oriented (R)

10. Organizational Structure

Bus Driver/Operations Associate

Job Title this position reports: Manager of Facilities and Operations

Job Titles directly reporting to this position: Bus Driver/Recess Aide

Job Titles indirectly reporting to this position: Manager of Facilities and Operations

11. Position Type and Expected Hours of Work:

Full-Time or Part-Time: Full-time

Regular or Temporary: Regular

Typical Work Hours: Primary work hours are normal school hours

Local/Domestic/International Travel and Percentage of Time: Not applicable

Telecommuting: Limited

Use of Company Vehicle: Normal School Hours

12. Working Conditions and Physical Demands: Please select from the list below.

CLASSROOM, INSTRUCTIONAL/CULTURAL MANAGEMENT - Typical Classroom Environment:

- Requires extensive standing and walking to monitor scholar work, observe classrooms, and/or respond quickly to needs in classrooms.
- Requires lengthy periods of analytical reading of curricular planning and student work, both digitally and printed versions.
- Requires use of personal computer, phone and general office equipment (i.e. copy machine, scanner, etc.).
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone. Requires extensive communication with various stakeholders, including scholars, families, administration, and potential donors.

OFFICE - Typical Office Environment: (Accountant, Administrative Assistant, Coordinator)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 35 pounds unassisted.
- May be required to lift over 35 pounds using assistive device and/or team lift.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

OPERATIONS - Typical Facilities/Maintenance/Outside Services Environment: (Facilities, Tech, etc.)

- Able to stand, climb, stoop, bend frequently; positions require considerable physical activity.
 - Required to lift up to 35 pounds unassisted.
 - Required to lift up to 75 pounds with assistive device and/or team lift.
 - Able to use proper body mechanics to lift supplies and equipment and push carts and dollies weighing up to 500 lbs.
 - Requires ability to tolerate exposure to conditions which may include chemicals, bio-hazardous materials, dirt, dust, fumes, smoke, heights, high temperatures and/or confined spaces.
 - Work may be done in uncomfortably high temperature and humidity, sometimes on wet surfaces.
 - Needs adequate visual acuity, ability to grasp and handle objects.
 - Must wear protective clothing as required.
 - May be required to travel to various locations.
 - Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.
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13. Disclaimer: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Empower College Prep reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and job titles as it deems necessary to meet the needs of the organization.

14. Signature of Receipt: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Printed Name: _____

Date: _____
