

Bouse Elementary School District
JOB TITLE: Facilities / Bus Driver Lead

Position Type: At Will	Department: Facilities I
Position: Facilities / Bus Driver / Food Service	Reports to: Administrator
Salary Range: \$12.00 - \$15.00	Location: Bouse Elementary School
Term of Employment: 12 Month Calendar	Date: 8/2017
Shift: Day, Evening and Weekends	Approved by: Bouse DGB

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: The Facilities I person will assist in coordinating Facilities maintenance and transportation at the school to ensure operations of facilities and transportation of students. Must maintain requirements of State and County regulations and work closely with staff and administration to accomplish these tasks.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assist in the maintenance all of the transportation equipment and records;
- Assist in the maintenance of the landscaping and school grounds;
- Responsible to assist in the weekly fire system tests and meets the National Fire Code standards; coordinate fire drills;
- Assist in proactively maintains equipment to ensure top performance and life.
- Adhere to the Facilities maintenance schedule;
- Ensure that the Facilities are always neat and clean.
- Serve as a back up to the Food Service Attendant
- Comply with all of Bouse Elementary policies and procedures to the best of your ability.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Arizona Commercial Driving License class B;
- Current First Aid and CPR card;
- La Paz County or comparable Food Safety Health Card;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.
- High school diploma or equivalent

Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream

TO APPLY FOR THE POSITION OF FACILITIES I

Please send the following:

- Cover Letter
- Resume
- Educational Vitae
- Unofficial Transcripts
- Copies of Certifications
- Three current Reference Letters

The packet can be mailed to: Bouse Elementary School District #26
PO Box S
Bouse, Arizona 85325
Attention: Search and Screen Committee

Or delivered to: Bouse Elementary School District #26
44936 Joshua Drive
Bouse, Arizona 85325
Attention: Search and Screen Committee

Or emailed to: BESsearchscreen@yahoo.com