

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

Position Type: At Will	Department: Lead Facilities
Position: Facilities / Bus Driver Lead	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 / Bus Driver Lead will coordinate 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:

- Supervises and assigns the work of maintenance and transportation staff;
- Develop a bus schedule at the beginning of the year and provide it to the office staff for distribution to the parents;
- Maintain all of the transportation equipment and records;
- Maintain the landscaping and school grounds;
- Determines material, equipment, and supplies to be used for projects;
- Ensures production records and reports are maintained in accordance with state and federal requirements;
- Ensure that all of the maintenance tasks are complete according to the Arizona School Facilities Board;
- Responsible to ensure the fire system is tested weekly and meets the National Fire Code standards; coordinate fire drills;
- Proactively maintains equipment to ensure top performance and life.
- Maintain a Facilities maintenance schedule;
- Maintain a Facilities budget to project ongoing projects;
- Facilities are always neat and clean.
- 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;
- 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 LEAD FACILITIES

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