



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
Superintendent

CLASSIFIED JOB OPENINGS

POSITION: **2 - Custodians**
3 3/4 hours per day, p.m. shift
12 months

LOCATION: 1 - El Tejon School
1 - Frazier Mountain High School

SALARY RANGE: #8 \$11.81 to \$14.52 per hour

POSITION: **Bus Driver, Part-Time**
3 3/4 hours per day, 10 months

SALARY RANGE: #16 \$14.39 to \$17.71 per hour

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Your appointment is not assured until you have passed this physical.

PRIMARY FUNCTIONS AND QUALIFICATIONS: See Job Description in School Offices

APPLICATION PROCEDURE: Interested personnel should submit an application and resume to Rodney Wallace by Wednesday, October 14, 2015.

El Tejon Unified School District

BUS DRIVER Job Description

JOB SUMMARY

To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community;

BUS DRIVER JOB DESCRIPTION

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- 10. File accident reports when necessary;
- 11. Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
- 12. Physically assist students on and off bus when necessary.
- 13. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 4 a. Ability to sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 3 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

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El Tejon Unified School District

CUSTODIAN Job Description

JOB SUMMARY:

Under the supervision of the School Principal and the Director of Maintenance, Operations and Transportation, or designee, to keep assigned buildings clean and orderly; to keep school grounds clean; and to do other work assigned, as well as other related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of: Materials, disinfectants, equipment and methods used in custodial work.

Ability to:

Learn to use cleaning equipment and materials with skill and efficiency.

Learn to use tools in minor maintenance work.

Learn safe work practices.

Understand and carry out oral and written directions.

Work effectively in the absence of supervision.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Some custodial experience is desirable.

Training: Formal or informal training which provides the ability to read and write a level necessary for successful job performance.

License: Possession of an appropriate, valid California driver's license.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Sweep, mop and wash floors, vacuum and clean rugs and carpets;
2. Dust, wash and polish furniture and woodwork; polish metal work;
3. Empty and clean waste receptacles;
4. Clean erasers and blackboards; empty pencil sharpeners;
5. Clean grounds and courts of buildings, clean other outdoor areas;
6. Clean drinking fountains;
7. Make minor, non-technical repairs including replacing light bulbs and fluorescent light tubes, replacing audio-visual equipment lights;
8. Lock doors and windows; maintain tight security of school property at all times;
9. Observe assigned areas to prevent vandalism;
10. Report needed repairs to immediate supervisor;
11. Assist in moving arranging and setting up furniture and equipment for special events and meetings;
12. Order custodial supplies for the assigned site;
13. Raise school flags;
14. Clean lunch tables and adjacent areas.
15. Maintain confidentiality on school-related matters.

CUSTODIAN JOB DESCRIPTION
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16. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- | | |
|-----------------------------------|--|
| 1 = Seldom = Less than 25 percent | 3 = Often = 51-75 percent |
| 2 = Occasional = 25-50 percent | 4 = Very frequent = 76 percent and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 2 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, push and pull, stoop, kneel, crawl.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 1 j. Ability to work at heights.
- 1 k. Ability to ascend and descend ladder.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

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