



Valley Ranch Academy Driver and Custodial

Purpose

The Valley Ranch Academy Driver and Custodial staff will support the operations team with transporting children from center to schools and back. This staff member will be integral to the team and must maintain accurate maintenance logs of the bus fleet, rider attendance and ensure that children are transported safely from one location to another.

Job Description

ROLE AND RESPONSIBILITIES

At Valley Ranch Academy, we excel by showing up every day for kids with the best of what we have and to ensure that every child is learning every minute of every day they are in school. The ideal driver/custodial will be responsible for the following:

- Work with the Assistant Director to create rider schedules for each student and each route.
- Ensure the bus is mechanically maintained and clean for an exceptional student experience.
- Maintain accurate rider records.
- Cultivate healthy and positive relationships with families.
- Maintain a positive school culture that reflects the Valley Ranch Academy Mission
- Support the school director checking students into center when they arrive from school.
- Ensures proper cleaning of center.
- Support with all janitorial duties during the day which may include classrooms, offices, kitchen, and outdoor areas.

The ideal team member is/will:

- Passionate about seeing children succeed, no matter the background from which they come.
- Seek to grow and learn new skills to better serve kids and parents.
- Self-driven, innovative, and is not afraid to ask for help and to seek world-class solutions.

Job Requirements:

1. Maintain their transportation certification in good standing.
2. Accurate daily attendance for the time of service and menu production for the CACFP food sponsor.
3. Complete all pre-service training before starting.
4. Stay within the budget allocated by the School Director for fuel and maintenance.
5. Set up play areas in outdoor spaces and replace worn out toys.
6. Janitorial duties.



Valley Ranch Academy

EARLY LEARNING & ENRICHMENT

7. Support the operations team with a minimum of 10 hours per year with recruitment related activities such as, but not limited to, open houses, cultivation calls to prospective students, virtual classroom tours, and sample classes for prospective families.

Skills:

- 18 years or older.
- Ability to operate a computer.
- **Patience**, optimism, compassion, enthusiasm, and empathy.
- Transportation experience or training.
- Able to have frank and respectful conversations when receiving and giving feedback.
- Ability to lift to 48 pounds, carry 48 pounds, and push/pull 35 pounds of force.
- Skill in operating a small bus.

PREFERRED ADDITIONAL SKILLS

If you speak another language, that's a plus as our student community is very diverse. All languages are welcome.

Competitive salary commensurate with experience and qualifications. Interested applicants should submit resume's to Jaciel Castro at jcastro@valleyranchacademy.com or by submitting an application at: <https://bit.ly/InstrucPositionVR>