



### **About Us**

Okaloosa Academy Charter School is a tuition-free, public charter school within the Okaloosa County School District that focuses on providing opportunities for students to achieve greatness even under imperfect circumstances. We focus on providing a safe and caring environment where every child is valued and respected.

### **Commitment to Staff**

Okaloosa Academy is committed to the growth and success of all staff, as they directly impact the success of the school. We hire talented, committed staff who embrace the school's mission and values, culture of transparency, and collaboration.

### **Position Overview**

To assure each student's health and safety in being transported to and from school. To demonstrate leadership, initiative, cooperation with colleagues and supervisors in order to accomplish the mission of this school. This position also assists around campus as needed.

### **Position Responsibilities and Objectives**

- Follow program guidelines and time schedules consistently
- Responsible for the safety and health of all assigned students
- Maintain an up-to-date route sheet
- Maintain at all times an up-to-date and complete roster of students assigned to driver/bus# and seat assignment and diagram with student name; document ridership for each route each day
- Keep bus clean, fueled, in good repair and on-schedule for maintenance; keep license, registrations and insurance information on bus at all times
- Establish, implement and maintain appropriate expectations of student
- Maintain established time schedule and location of stops without variation
- Follow all traffic and safety rules and practices
- Assists as needed with foodservice, plant maintenance and custodial duties
- Provides tutorial assistance to students/classrooms
- Provides office assistance
- Report accidents or other emergencies immediately
- Serve as a positive role model for dress, language and behavior with students
- Perform other tasks as assigned
- Abide by health and sanitation requirements
- Be a contributing member of the school's team
- Maintain confidentiality within all facets of the position
- Have and demonstrate the inherent belief that all students can achieve academic success regardless of their circumstances
- Believe in the notion of growth mindset and apply that to students and self on a daily basis

- Maintain appropriate personal appearance; follow Employee Manual and Expectations of Behavior
- Use school resources prudently; Evaluate problems objectively and identify appropriate solutions
- Work with colleagues for mutual learning, planning, use of resources; Be flexible and adapt to changes
- Accept and follow instructions/direction consistently and without delay
- Demonstrate support of administration, policies, improvement of the school and accomplishment of its mission/goals

### Qualifications

- **Valid CDL and Florida School Bus Driver Certificate; High School diploma or equivalent (including 40 hours training with annual 8-hour refresher training and annual physical exams)**
- Physically, mentally, and emotionally capable of performing required tasks and duties including working in very hot or cold temperature, meet deadlines with severe time constraints and tolerate loud noise levels and ability to perform other support staff tasks as assigned
- **Age at least 21 years old** and demonstrated skill and knowledge of responsibilities, regulations, policies and procedures for operating a school bus in a safe manner, including management of students

It is the policy of this charter school not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. It is also the policy to hire only U.S. citizens and aliens lawfully authorized to work in the United States. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment. Charter Schools are public schools operated by a not-for-profit corporation under the sponsorship of the local school district. Charter school employees are under the direct authority of the school's administrator and the school's corporate board of directors