



## Driver and Safety Support (Full time)

New Legacy Charter School is a free, public high school for pregnant and parenting teens in northwest Aurora. We serve approximately 100 high school students and 70 children in an on-site Early Learning Center. We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model combines flexibility with a strong school culture based on healthy relationships and student leadership.

**Position:** Driver for 75% of time and Safety Support for 25% of time (percentages are estimates)

**Employment Status:** Full-Time, October 1 to June 3

**Start Date:** Immediately

**Salary Range:** \$16 to \$19 per hour DOE (depends on experience)

**Position Description:** will report to the Operations Director

Driver

- Will work with specialist support team to determine transportation needs
- Will provide transportation for high school students and early learning center children (6 weeks to 5 years) from home to school and from school to home on an as-needed basis
- Will provide transportation to students for appointments, internships, or other locations as assigned.

Safety Officer:

- Will work with Operations Director to help enforce all safety protocols of the school
- Will support school during drills such as fire, lockdown, and shelter in place
- Will be a presence in the building and the surrounding area through daily walks, door checks, etc.

**Employment Status:** This is a full-time position with benefits. Insurance for buses is provided while driving school's 15-passenger bus.

**Responsibilities Include:**

- Hours per week:
  - Hours are on Monday, Tuesday, Thursday, Friday from 8:00 am to 5:00 pm
    - \*Wednesday from 8:00 am to 3 pm
  - Hours may vary depending on need of students
- Transport students and children to and from home and school and to appointments, internships, college classes, etc.
- Maintenance for school vehicles
  - Must gas up weekly
  - Must check tire pressure and oil levels weekly
  - Must check child restraints are secured weekly
  - Must clean buses weekly
- Must put passengers' safety first
- No reckless driving
- Work with the Director of Operations with the care and upkeep of your assigned vehicle

- Attend safety workshops and trainings when needed
- Work with Operations Director on all safety documentation and help with updates of documents
- Work with the High School Principal and Early Learning Center Director to help staff in education and training of safety protocols
- Must walk building to support fire safety rules (such as no blocked doors)
- Be available for after school hour activities on a limited basis
- Other duties as assigned

**Required Qualifications:**

- Current Driver's License
- Proof of good driving record
- Personal relation skills; ability to positively interact with students and staff on a daily basis
- Must be alcohol and drug free with a Background Criminal Investigation Check
- Motor Vehicle Report (MVR)
- Experience preferred
- Ability to take and read directions
- Complete required readings, tests, and in-service provided by the school
- Bilingual in Spanish highly desired

**To Apply:** Please send a cover letter, resume, and 2-3 references to Claudia Baylon

Email: [cbaylon@newlegacycharter.net](mailto:cbaylon@newlegacycharter.net)

or

Mail: New Legacy Charter School, 2091 N. Dayton St., Aurora, CO 80010

Applications close on October 1, 2019

*New Legacy Charter School is an Equal Employment Opportunities (EEO). This position will be filled without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or genetics.*