

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212

CLASSIFIED POSITION ANNOUNCEMENT

Lopez Island School District
Substitute School Bus Driver

POSTING: 18/19-10

Announcement Date: October 12, 2018

Applications Due by: November 1, 2018

Initial Screening: As received

Responsible to: Superintendent & Head Bus Driver

Description of Position:

This is a position for an on-call school bus driver. Candidates must be appropriately endorsed for CDL and Washington State School Bus driving, or be willing to complete a training class administered by Lopez Island School District. Successful candidates will possess patience, ability to interact positively with students of kindergarten to 12th grade, a sense of humor, and a genuine commitment to young people. Random screening for alcohol and drugs is required by law and district policy. Initiation of this position will be subject to sufficient funding.

Minimum Competencies Required:

- Basic math, reading and writing skills.
- Ability to work as a contributing member of a team.
- Positive record of good work ethic, attendance, and punctuality.
- Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence from alcohol and other illicit substances.
- Ability to be a positive reflection of the school district, and to promote the safety, health, and well-being of its students, staff, and patrons.
- Previous significant experience with young people (5+ years).
- Demonstrated ability to work independently, under the overall supervision of supervisor.
- “Clean” background and driving record.
- CDL and Bus-driving endorsements – or willingness to complete training to become properly licensed.
- First Aid/CPR certification
- Previous bus driving experience desired.
- Other duties and requirements as appropriate to the position, required.

Salary: As per PSE salary schedule. CDL training paid by stipend upon completion.

Application Procedures:

Current employees should submit a letter indicating interest including the position’s title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

- 1. Letter indicating interest
- 2. Completed district classified application
- 3. Complete resume of personal history, education, experience and references
- 4. Please mail your original application packet to:

Renee Koplan, Human Resources
Lopez Island School District #144
86 School Road
Lopez Island, WA 98261

Phone: 360.468.2202 ext. 2303 FAX: 360.468.2212

hr@lopez.k12.wa.us

www.lopezislandschool.org

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol Employment status is contingent on verification o background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation, including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Brian Auckland – Civil Rights Coordinator, Dave Sather – Title IX Coordinator, Jeanna Carter – Section 504 Coordinator.

Lopez Island School District #144, 86 School Rd., Lopez Island, WA 98261 (360) 468-2202