



UTOPIAN

ACADEMY FOR THE ARTS

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademyforthearts.com

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JOB TITLE: Transportation Hub Monitor (2021-22 SCHOOL YEAR)

About Utopian Academy for the Arts:

Utopian Academy for the Arts is an independent public charter school network serving elementary and middle school children and families throughout Clayton County, GA. The Utopian Academy for the Arts Middle School was approved by the State Charter Schools Commission of Georgia and operates as a Local Education Agency. The rationale for the enrollment plan for Utopian Academy for the Arts is to provide a significant educational benefit of having gender-based classroom environments, Saturday School, and classes in the fine, dramatic, and media arts for students in Clayton County, GA.

The Role

Our greatest instructional strategy is our human capital. More than any other variable in education-- more than curriculum or supplies—our faculty and staff matter. Effective teachers who are continually learning and setting high expectations are the key to student academic achievement and success. At Utopian Academy for the Arts Middle School, we believe that students will rise to meet the high expectations set by our team of educators.

The Transportation Hub Monitor serves as a member of our transportation team providing the safe movement of children to and from the school bus during morning parent drop off and afternoon parent pick up. The position works Monday through Friday from 7:00 am- 8:30 am and 3:00 pm- 5:30 pm except for when school is not in session. This candidate must possess a basic knowledge of transportation operations and equipment, first aid, student behavioral management, and emergency procedures. This position reports to the Dean of Students.

Expectations:

- Maintain a positive relationship with students.
- Ensure bus is empty of students after each run, verifying no students are on the bus.
- Must stay at the Transportation Hub until all children have been picked up by a parent or guardian, no children should ever be left alone.
- We do not transport children in personal cars.
- Maintain orderly student conduct.
- Provide maximum safety for students while at the Transportation Hub and during the loading and unloading of the school.
- Assess and maintain traffic patterns in assigned work location.
- Manage the placement, movement and dismantling of signs, barricades, cones and other traffic control devices.
- Assist bus manager with students while riding, loading, and unloading the bus.

- Operate wheelchair lift to assist students in loading and unloading.
- Communicate effectively with school staff and public.
- Perform any other duties as described by the Dean of Students or other supervisors.
- Must be able to work and communicate well with drivers, administrators, and students.
- Must be able to follow oral and written instructions.
- Demonstrated ability to work effectively as a team member.

Qualifications:

- Be at least 18 years of age.
- Have a high school diploma or GED.
- Have demonstrated ability to work effectively under the direction of others.
- Have demonstrated ability to work cooperatively with others.
- Have willingness to assume any responsibilities appropriate for the position.
- Support the Mission Statement of the UAFA Charter Network.
- Behave and speak in a professional manner at all times.
- Set a good example in terms of dress, punctuality, and attendance.
- Able to pass a criminal background check.

HOW TO APPLY:

Application and materials should be submitted electronically by the preferred deadline of **October 29, 2021** to talent@utopianacademy.com **“Transportation Hub Monitor”** should be labeled in the Subject Line of your message. Applications will be reviewed on a rolling basis.

- Completed Application for Employment including:
- Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school Please cite specific and measurable examples from your practice that make you a fit for our Transportation Hub Monitor
- Resume