



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #5388 Log Sheet

Job Posting Date: 12/8/2025

Employer Information:

Cuyahoga Valley Christian Academy
Contact: Reanna Martin
4687 Wyoga Lake Road
Cuyahoga Falls, OH 44236
Phone: 330-929-0575 **Ext:** 226
E-mail: rmartin@cvcroyals.org

Main Business:

Education

Job Title: Facilities Associate / Bus Drivers

Full/Part-time: Part-Time, Full-Time

Job Hours: 7am- 3pm

Job Duties:

Compensation:

Special Notes / Additional Information:

Career page with applications- <https://www.cvcroyals.org/career-opportunities/>

Minimum Age Requirement?

18

How to Contact: Apply Online

Seeking:

CVCC Alumni, Adult /Job Seeker

Program Area:

Construction Technologies, Education & Training,
Manufacturing Technologies, Power Equipment
Technology, Transportation Systems

E-mailed Job Posting on: _____

Notes:



Job Title: Bus Driver
Department: Transportation
Job Status: Regular Part-time
Job Classification: Non-Exempt (Hourly)
Supervisor: Director of Transportation
Effective Date: 5/14/25
Approved by: Chief Financial Officer
Manager, Human Resources

Biblical Principles and Expectations: All employees proclaim the Gospel of Jesus Christ through their employment, and thereby further CVCA's mission *to educate and cultivate servants for Christ*.

I. Ministry Overview

The Cuyahoga Valley Christian Academy is a non-profit ministry that is dedicated to "Educating and Cultivating Servants for Christ". We are a middle and senior high school committed to high academic standards. Our biblically-integrated, college-preparatory curriculum is delivered by a dedicated staff of Christian professionals. We are committed to teaching from a biblical worldview and philosophy. We are committed to providing our students with experiences that will foster in them a servant's heart, including extra-curricular activities, inter-scholastic athletics, music, theater, short-term mission trips, and numerous service opportunities. CVCA aims to create a Christian school community characterized by transforming relationships that produce a lived-out faith in the lives of our students, our faculty and our staff.

II. Ministry Requirements

- Maintains a personal, active relationship with Jesus Christ and is a consistent witness for Jesus Christ
- Faithfully upholds CVCA in prayer
- Participates in chapel as schedule permits
- Demonstrates behavior aligned with CVCA's Mission Statement, Statement of Faith, Core Values, policies, and expectations
- Effectively represents Jesus Christ to those within both personal and professional spheres of influence

III. Job Summary

Enhance CVCA's mission by providing safe, reliable transportation for students to and from school for field trips, sporting events and after school activities.

IV. Essential Duties and Responsibilities

- Safely operate a school bus on assigned routes and schedules
- Ensure the safety of all passengers during loading, transport, and unloading
- Perform pre-trip and post-trip vehicle inspections
- Maintain order and discipline among students on the bus
- Communicate clearly and professionally with school staff, parents, and transportation coordinators
- Follow all traffic laws, safety regulations, and school policies
- Other duties as assigned



V. Knowledge, Skills and Abilities

- The ability to relationally connect with students and other adult staff members
- Caring
- Pastoral heart toward students
- Hard working
- Team player who is committed to building a successful ministry
- Grasps the DNA and mission of CVCA

VI. Education and Experience

- High school diploma or related GED
- Valid CDL (Commercial Driver's License) with appropriate endorsements (or willingness to obtain with assistance)
- Clean Driving Record

VII. Working Conditions / Physical Demands

- Work is typically performed in a conventional school environment
- Standing, bending, sitting, walking, lifting



Cuyahoga Valley Christian Academy

Job Description

Job Title: Facilities Associate
Department: Facilities
Job Status: Regular Full-Time
Job Classification: Non-Exempt (Hourly)
Supervisor: Operations Coordinator
Effective Date: 1/5/25
Approved by: Manager, Facilities
Manager, Human Resources

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III. Job Summary

Facility team members are called to humbly and faithfully follow Christ by serving others through operational support of CVCA's mission. This includes the entire CVCA complex, all buildings, grounds and equipment.

IV. Essential Duties and Responsibilities

- Perform situational and preventative maintenance throughout CVCA campus
- Provide operational support for CVCA events and day to day needs
- Evaluate and appropriately respond to multiple situations as they arise
- Some schedule flexibility will be necessary for this position
- Other duties as assigned



Cuyahoga Valley Christian Academy

Job Description

V. Knowledge, Skills and Abilities

- General knowledge and skill with hand and power tools
- Problem solving skills
- Strong organizational skills
- Working knowledge of MS Office
- Ability to handle multiple tasks
- Minor level of skills in electrical, plumbing, HVAC, painting, carpentry, and groundskeeping
- Ability to perform various tasks with the use of the hands
- Sharpness of vision with the ability to discern letters, numbers and objects from a distance
- Ability to hear sound
- Ability to discern colors by sight
- Excellent work ethic
- Teachability
- Teamwork
- Ability to accurately complete work in a timely fashion
- Customer service oriented
- Flexibility
- Ability to work independently and use sound judgment
- Innovative

VI. Education and Experience

- High school diploma or equivalent
- Trades related training and work experience
- Basic computer skills
- Valid Ohio Driver License

VII. Working Conditions / Physical Demands

- Sit, stand, walk, bend, stoop, balance, crouch, kneel, crawl, ascend and lay horizontally as determined by task
- Climb, work and descend up to 18 feet on a ladder
- Work from mobile or fixed scaffolding
- Work from a scissor lift
- Push/pull up to 100 pounds
- Lift and carry up to 50 pounds, repeatedly
- Physically handle working in all weather extremes
- Weekend work may occasionally be required