



**Our Mission:**

Notre Dame High School, a ministry of the Sisters of Mercy, seeks to prepare students for college by providing a challenging academic environment that stimulates students intellectually, physically, and spiritually, in a community that respects diversity of backgrounds and perspectives, thus inspiring life-long learners, critical thinkers, and compassionate, responsible citizens of the world.

**Summary:**

Notre Dame High School Gr. 7-12 is currently seeking to fill the position of part-time Bus Driver. The qualified candidate will be responsible for safely transporting passengers in a courteous, and reliable manner to locations specified by the administration. Applicants must hold a valid NYS driver's license, CDL license and be 21 years of age or older. Fingerprint/background check required. The successful candidate will be able to work effectively with passengers from diverse backgrounds and communicate effectively with student riders. If you are excited about being a part of a dynamic school, and if you are passionate about the values of Catherine McAuley and the Sisters of Mercy – hospitality, compassion for others, service, justice, and equality - we welcome you to apply. Interested candidates may apply by emailing their cover letter and resume to the Board of Trustees President. ***Notre Dame High School and The Sisters of Mercy value diverse perspectives and life experiences. We encourage people of all backgrounds to apply.***

**This job reports to:** Head of School

**Location:** 1400 Maple Avenue, Elmira, NY 14904

**Job Qualifications**

• **Required Qualifications: Driver's License & CDL License, must be 21 years of age or older**

**Preferred Qualifications:**

- Effective and resourceful interpersonal skills including effective and proper communication with students, parents, faculty, staff and community members; positive attitude.
- Ability to work independently and as a productive and efficient member of our team.
- Proven ability to interact effectively with students and their families.

**STATEMENT OF NON-DISCRIMINATION** All school staff of Catholic schools of the Sisters of Mercy shall be employed without regard to race, color, sex, ethnic or national origin and will consider employment for all qualified applicants.

**Interested candidates may submit their letter of intent and resume to:**

Mollie Ripley  
Board of Trustees President  
Notre Dame High School  
1400 Maple Avenue  
Elmira, NY 14904

or email: [ripleym@notredamehighschool.com](mailto:ripleym@notredamehighschool.com)