

Fairborn City Schools

306 E. Whittier Avenue

Fairborn OH 45324

(937)878-3961

(937)879-8180 (FAX)

JOB OPENING

DATE: June 9, 2017

POSITION: Secretary/Routing Assistant

LOCATION: Transportation

SALARY: Starting Pay: \$15.13 per hour/8 hours per day

APPLICATION DEADLINE: Until filled

QUALIFICATIONS AND FUNCTIONS:

1. Skills in filing, recording and preparing student records.
2. Hold a minimum of a high school diploma.
3. Possess word processing and other computer skills; familiarity with MDECA.
4. Possess effective office organizational and planning skills.
5. Ability to proactively solve problem situations with the office and in other offices.
6. Ability to work as a school and office team member.
7. Have a work record of punctuality, regular attendance, good interpersonal relationship skills, and effective job performance.
8. Assists supervisor in developing and monitoring bus routes and bus stops using current computerized methods to improve efficiency.
9. Maintains all bus routes, schedules and shuttles, and is able to give information and make changes as needed.
10. Assists with the training and in-servicing of drivers and paraprofessionals.
11. Dispatches bus drivers, paraprofessionals and substitutes as needed.
12. Provides supports for all of district transportation operations.
13. Has knowledge of field trip scheduling.
14. Substitute bus driver as needed.
15. Maintains a valid Ohio School Bus Commercial Driver's License (CDL).
16. Occasionally works in temperatures above 100 degrees and below 32 degrees.
17. Occasionally will work on slippery surfaces.
18. Work is performed indoors and outdoors.

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

CONTACT: **Ed Gibbons**
egibbons@fairborn.k12.oh.us

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter or email to Ed Gibbons, within five (5) working days.

If not an employee of the school district, applicants must complete the application form available from the Business Office and three (3) letters of reference/recommendation with the address and phone number of the person making the reference/recommendation must be attached to the application.