

FAIRBORN CITY SCHOOLS
306 E. WHITTIER AVENUE
FAIRBORN, OH 45324

JOB OPENING

DATE OF NOTICE: May 23, 2017

POSITION: ADMINISTRATIVE POSITION
Transportation Supervisor

LOCATION: District

CONTRACT: 250 days/year, effective August 1, 2017

SALARY RANGE: \$58,374 to \$72,548

APPLICATION DEADLINE: May 30, 2017

QUALIFICATIONS:

1. A minimum of three (3) successful years of school transportation supervisory experience including recruitment, training, evaluations and personnel employment decisions preferred.
2. Exceptional interpersonal communication skills and motivational techniques.
3. Good written and verbal communication skills.
4. Possess the ability and experience for operating a vehicle maintenance program including purchasing, bidding procedures and knowledge of all state laws regarding school transportation.
5. Strong managerial and organizational skills including the ability to deal with labor/management issues, the ability to compile and summarize data, knowledge of insurance, and the ability to maintain accurate records.
6. Possess knowledge and skills with computers including routing software, Word and Excel.
7. Demonstrate a record of punctuality and reliability.

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

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

PROCEDURE FOR APPLICATION:

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Ed Gibbons, Director of Business Affairs/Classified Personnel, Board of Education, 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.