

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

JOB OPENING

DATE OF NOTICE: December 10, 2020

POSITION: ADMINISTRATIVE POSITION
Transportation Supervisor

LOCATION: District

CONTRACT: 250 days per year

APPLICATION DEADLINE: Until Filled

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: Amy Gayheart, Director of Classified Human Resources/Educational Services
agayheart@fairborn.k12.oh.us
937-878-3961, Ext 1119

PROCEDURE FOR APPLICATION:

Applicants must complete the application at the Dayton Area School Consortium at:
<https://www.applitrack.com/dayton/onlineapp/>