

PLEASE POST

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DATE: MAY 25, 2023
TO: ALL QUALIFIED CANDIDATES
FROM: OFFICE OF THE SUPERINTENDENT

POSITION: TRANSPORTATION SECRETARY

QUALIFICATIONS:

- **POSSESS A HIGH SCHOOL DIPLOMA OR EQUIVALENT**
- **CURRENT MI CHAUFFEUR LICENSE AND COMMERCIAL DRIVER LICENSE GROUP B WITH P & S ENDORSEMENTS WITH NO AIR BRAKE RESTRICTION**
- **SUCCESSFUL COMPLETION OF MI SCHOOL BUS DRIVER SAFETY EDUCATION COURSE PREFERRED**
- **MEETS REQUIREMENTS OF SECTION 305A OF THE MI VEHICLE CODE**
- **MUST BE ABLE TO DRIVE A BUS WHEN/AS NEEDED**
- **STRONG SUPERVISORY SKILLS**
- **COMPUTER LITERATE**
- **EXPERIENCE IN PUPIL TRANSPORTATION PREFERRED**
- **UNDERSTANDING/ EXPERIENCE IN SCHEDULING AND ROUTING SYSTEMS**
- **ABILITY TO MAINTAIN POSITIVE RELATIONSHIPS**
- **CLEAR COMMUNICATION SKILLS**
- **ABILITY TO WORK COOPERATIVELY WITH ALL STAFF IN A TEAM APPROACH**
- **ABILITY TO HANDLE EMERGENCY SITUATIONS AND WORK UNDER PRESSURE**
- **ABILITY TO BE PATIENT AND FLEXIBLE**
- **ABILITY TO MAINTAIN CONFIDENTIALITY**

HOURS: APPROXIMATELY 29-40 HOURS PER WEEK

WAGES: PER COLDWATER EDUCATION SUPPORT PERSONNEL ASSOC. (CESPA)
BENEFITS: CONTRACT

DEADLINE TO APPLY: JUNE 8, 2023, OR UNTIL POSITION IS FILLED

EXPECTED DATE OF HIRE: UPON BOARD APPROVAL

APPLY TO: Human Resources
401 Sauk River Drive
Coldwater, MI 49036
Email: HR@ccscards.org

NOTICE HAS BEEN POSTED LOCALLY AND ON THE DISTRICT WEBSITE

The Coldwater Community School District is an equal-opportunity employer. Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap.