

Openings as of 5/13/2019**TRANSPORTATION SPECIALIST****JobID: 1705****Position Type:**

GRAY Positions

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

5/9/2019

**Location:**

Akron Public Schools

**Date Available:**

tbd

**Closing Date:**

05/23/2019

**Posting Opens May 9, 2019****Posting Closes May 23, 2019**

**The Akron Board of Education announces an opening for a Transportation Specialist, Job Code 258, Time Schedule 522 (260 Days), Salary Range TBD. Collective Bargaining Unit – none. This is a School Employees Retirement System position.**

Application must be made electronically through <http://www.applitrack.com/akron/onlineapp/>. Please upload a letter of interest, resume and a current copy of appropriate license/certification, in addition to completing the online application. The Superintendent reserves the right to either keep the position open until suitable applicants are found or to cancel and repost the position with such changes as may be deemed appropriate. If you have any questions about the position, please contact William Andexler, Coordinator of Transportation Services, 330-761-1390 or Human Resources, 330-761-2946.

**QUALIFICATIONS:****Required:**

- o Valid State of Ohio driver's license and to be eligible to obtain a class A or B CDL with S & P endorsements;
- o Minimum of one (1) year experience in commercial transportation field.

**Desired:**

- o Associates degree or five (5) years experience in a related field;
- o State of Ohio license Class A or B CDL with S & P endorsement;

**POSITION DESCRIPTION:**

- o Reports to the Coordinator of Transportation Services and/or Transportation Manager;
- o Sets up all student transportation routes and maintains route books;
- o Assists the Coordinator of Transportation and/or Transportation Manager in the preparation and submittal of annual transportation resolutions for approval by the Board of Education;
- o Compiles information required for state reports;

- Plans, prepares and coordinates routes and other pertinent data related to the safe transportation of students, including trip mapping requirements;
- Researches transportation eligibility status of students, confers with parents, drivers, aides, schools and other administrative departments to set up routes and resolve problems;
- Verifies all routes and performs mileage checks for accuracy;
- Investigates route complaints;
- Provides assistance in the setup and maintenance of student attendance zones;
- Coordinates, evaluates, maintains and implements routing software and hardware for Transportation Services;
- Serves as the primary liaison with schools (public and non-public) and Technology Services for maintaining concurrent and consistent student data required for routing;
- Assists in the development and implementation of annual in-service training and inspections, including vans;
- Updates the department handbooks, including Independent Contractors Handbook;
- Responsible to attend meetings, in-services, and training programs as related to the position held;
- Responsible for accurate and timely record-keeping and reports, as required;
- Answer district radio communications and additional phone lines during peak hours;
- Responsible to work cooperatively and effectively with members of the public, other employees, related public agency staff, community business and service providers;
- Maintain confidentiality of department and district records;
- Perform other duties assigned by the Coordinator of Transportation and/or Transportation Manager.

**IF YOU REQUIRE ANY SPECIAL SERVICES (SUCH AS INTERPRETER, BRAILLE OR LARGE PRINT, OR WHEELCHAIR-ACCESSIBLE ACCOMMODATIONS) COVERED UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990, PUBLIC LAW 101-336, SECTION 102, PLEASE CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-761-2935. IF YOU ARE USING A TTY/TTD, PLEASE CALL THE OHIO RELAY SERVICE 1-800-750-0750.**

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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