



FAIRFIELD CITY SCHOOL DISTRICT

VACANCY NOTICE

POSITION: Assistant Director of Transportation

ESSENTIAL FUNCTIONS:

- Assist the Transportation Director in the supervision and evaluation of the Transportation employees
- Assist in the preparation of routes, dispatching, and pick-up points through the use of the current routing software
- Maintain accurate, complete records as required by law, District policy and/or administrative regulations
- Ensures payroll functions are performed in a timely manner and reviews the reports for accuracy and accountability
- Maintain the Transportation budget and review expenditures
- Other duties as assigned and related to the job description

QUALIFICATIONS:

- Demonstrated ability to work effectively with others
- Training/successful experience in school transportation
- Knowledge of school operation, school bus routing and school administration
- Five years of managerial-level experience in transportation is preferred
- Must have strong leadership ability and high level of organizational skills

ANTICIPATED START DATE: July 1, 2023

SALARY RANGE: Based upon experience

WORK CALENDAR: 228 days

APPLICATION DEADLINE: Until filled

APPLICATION PROCESS: Interested candidates must complete an on-line application through the Frontline system at www.fairfieldcityschools.com including a cover letter, resume, references and salary requirements. Each applicant will be evaluated, and those deemed most qualified will be invited to participate in the interview process. For questions, please email: hr@fairfieldcityschools.com

An applicant who is offered a position shall be required to complete a BCI and an FBI criminal background check. Failure to satisfactorily pass the criminal background check at the discretion of the Board will disqualify an individual from employment with the district.

EQUAL OPPORTUNITY EMPLOYER