



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** April 18, 2024

**TITLE OF VACANCY:** Coordinator of Transportation

**LOCATION:** Administrative Building - 3063 Fiat Avenue

**DAYS PER YEAR:** 260, Including 16 Paid Holidays

**HOURS PER DAY:** 8

### REQUIREMENTS/QUALIFICATIONS:

1. Four years of progressively responsible experience in the field of logistics, transportation and/or school management.
2. Thorough knowledge of the principles and practices of student transportation management including privately contracted programs.
3. Thorough knowledge of the scheduling, routing and safe operations of school buses.
4. Ability to plan and maintain effective system-wide student transportation programs.
5. Strong understanding of special needs and regular education bus routing and student data base systems.
6. Ability to respond professionally to inquiries or complaints from District staff, parents, regulatory agencies or members of the community in a timely manner.
7. Solid ethical values; treats people with respect; displays a professional demeanor; works with integrity and upholds district values; implements and applies layers of communication keeps commitments and deadlines.
8. Ability to make sound, accurate and timely decisions; understanding the implications of such decisions.
9. Knowledge of preparing and administering operating budgets.
10. Knowledge of laws and regulations pertaining to student transportation.
11. Skill in administering transportation related contracts.
12. Knowledge of and skill in the use of database, internet, spreadsheet and word processing applications (Excel, Word, Filemaker Pro, Google Suite) and also GIS and GPS technology and systems preferred.
13. Training and/or experience in accounting or bookkeeping
14. Knowledge and/or skill in computerized transportation routing software preferred.

### SPECIFIC RESPONSIBILITIES:

1. Responsible for the day-to-day operations of the student transportation department.
2. Supervises all schedules and routing for regular To/From, Vocational Ed, and Early Start buses.
3. Determine bus monitor placement within the confines of the budget allocation.
4. Prepares the district transportation budget, including allocations for each school's field, activity and athletic trips.
5. Administer the SMTD free ticket program for high schools.
6. Responsible for filing of the annual state transportation claim.
7. Process monthly transportation billing.
8. Handle parent and school concerns as they relate to bus transportation problems.
9. Knowledge of District boundaries and the City of Springfield roadways and rail systems. Keep up on any construction or roadway changes.
10. Prepares a variety of written materials, including bid documents, memos, correspondence, reports and procedures to document activities, and/or convey information.
11. Maintain a working relationship with transportation provider.
12. Performs other duties as assigned.

### APPLICATION DEADLINE:

April 29, 2024 at 4:00 p.m.

**SALARY:** Competitive- Based Upon Experience

Per PTSP Agreement, Pay Grade V

### APPOINTMENT DATE:

Upon Board Approval

**BENEFITS:** Personal and Sick Leave - Medical Insurance -

Life Insurance - Illinois Municipal Retirement - Paid

Vacation and Holidays

**HOW TO APPLY:** Go to [Human Resources](#) on the District website and click on classified vacancies, follow online instructions

OR

### Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources

Springfield Public Schools District 186

3063 Fiat Avenue

Springfield, IL 62703

217-525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

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