

NOTICE OF VACANCY

School District of Florence County

District Transportation Coordinator

The School District of Florence County is requesting applications for a Transportation Coordinator to oversee and maintain a safe and efficient transportation program including coordinating bus and vehicle fleet acquisitions and maintenance; school bus routing; district athletic and classroom transportation; and office operations related to transportation (billing and budget).

This position requires basic computer and database application knowledge. In addition, candidates should have an understanding of State and Federal transportation laws related to School Bus / Vehicle fleet regulations.

The ideal candidate will be able to perform assigned duties with minimum direction and must possess excellent written and oral communication skills in order to communicate effectively with supervisors, co-workers, families, and students.

Candidates will hold a valid driver's license including required endorsements to operate a school bus or the ability to obtain required endorsement(s) within 12 months of employment.

The Transportation Coordinator is considered a part-time position allowing 25 hours per week during the school year (38 weeks) and 12 hours per week during non-school months (12 weeks).

Pay Range is between \$17.20-\$20.00/hour (Hourly rate is based on experience and other qualifications)

For a position description, please contact Lisa D. Novak, District Administrative Assistant, at 715.528.3215 Ext: 1402.

Send application and references to:

Lisa D. Novak – District Administrative Assistant
PO Box 440
Florence, WI 54121

Application Deadline: May 19, 2023