



NORTH EAST INDEPENDENT SCHOOL DISTRICT

ROUTING SPECIALIST

CLOSE DATE: 12/14/2017

RESUME MUST BE SUBMITTED WITH APPLICATION

Location: Broadway Complex
Work Schedule: 260 Days
Work Type: Regular Full-Time
Exempt: No
Salary Range: \$13.77/hr - \$16.80/hr

EDUCATION AND EXPERIENCE:

Associate's Degree or six months related experience and/or training; or equivalent combination of education and experience

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Assists in creating, modifying and maintaining school bus routes and schedules.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Updates and maintains all regular, pre-kinder, bilingual and alternative school bus routes and schedules on a daily basis.
2. Answers all queries from District patrons and school personnel regarding transportation and student eligibility.
3. Assists in completing all pupil transportation reports for regular, kindergarten and special education transportation as required by the Texas Education Agency.
4. Maintains confidentiality of information.
5. Frequently required to drive school bus and other District vehicles in the performance of assigned tasks.
6. Reports to work on time every day.
7. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Possess or obtain within ninety (90) calendar days of employment a Valid Texas Class "B" Commercial Drivers License with School Bus (S) and Passenger (P) Endorsements and a driving record that meets the requirements of the Texas Department of Public Safety School Bus Certification and the District
- Successfully complete a twenty hour Region XX School Bus Driver Safety Training Certification Course within one hundred and eighty (180) days of receiving enrollment certificate from Region XX
- Above average proficiency in the use of a computer and knowledge and ability to use and/or learn to use various software programs to include Transfinder Routing Software
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization

**While all applications will be reviewed, not all applicants will be interviewed.
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

**To apply, please visit the following website:
http://www.neisd.net/HR/Applicants/Positions_Available.html
For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.**