

Mesquite Independent School District

Route Coordinator - Transportation (796)

JOB POSTING

Job Details

Title **Route Coordinator - Transportation**
Posting ID **796**
Description Mesquite Independent School District is seeking qualified candidates for the position of Route Coordinator in the Transportation Department. The appointee will report directly to the Director - Transportation and will coordinate assignments and schedules of bus drivers, routes, and vehicles to ensure safe, efficient, and economical transportation service. The person will work closely with transportation staff, campus principals, and other district personnel.

Qualifications: The Route Coordinator will have at least a high school diploma or equivalent.

Preference will be given to applicants who:

- have prior experience in an administrative-related role in transportation or a related field
- have a general knowledge of district policies and state regulations pertaining to the area of transportation
- demonstrate proficiency in map reading
- possess a Texas Commercial Driver's License A or B with air brake, Passenger (P) and School (S) endorsements
- TEA required bus driver safety certification
- possess strong analytical and organizational skills
- exhibit an in-depth understanding of computer functions and programs, including word processing, spreadsheet, and database
- demonstrate effective communication (verbal and written in English & Spanish), public relation and interpersonal skills

Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

Salary: Auxiliary PG 7: \$17.09 - \$25.59 per hour; 226 day position

Employment begins: July 2, 2018, or as soon as possible

All interested parties should go to the MISD website to apply and upload a resume and letter of interest.

Applications due by: June 25, 2018

The Mesquite Independent School District is an equal opportunity employer and does not discriminate on the basis of ethnicity, religion, gender, age, national origin, disability, military status, genetic information or for any other reason prohibited by law.

Shift Type **Full-Time**
Salary Range **\$17.09 - \$25.59 / Per Hour**
Location **Transportation**

Applications Accepted

Start Date **06/12/2018**
End Date **06/25/2018**

Job Contact

Name

Title

Director Auxiliary Personnel

Email

Phone

972-882-7796