



Recruitment and Staffing Coordinator, Transportation (226 days)

JobID: 27749

Position Type:

Central Staff/Coordinator

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Date Posted:

10/5/2018

Location:

Student Transportation Services

QUALIFICATIONS

- o High school diploma or GED required
- o Experience in human resources, recruiting, or marketing preferred
- o School transportation operations experience preferred
- o Knowledge of state and federal requirements regarding student transportation
- o Strong communication, public relations, and interpersonal skills necessary to communicate with diverse employee groups, administrators and patrons
- o Ability to direct and manage personnel
- o Ability to use Microsoft Office and various other computer programs
- o Ability to read and understand documents including policies and procedures manuals
- o Ability to receive and give written and verbal instructions effectively
- o Effective organizational, communication and interpersonal skills
- o Ability to organize, create detailed and accurate reports, and meet deadlines

BASIC FUNCTIONS

- o Assume responsibility for the recruitment, interviewing, and employment processing of personnel for the Transportation Department.
- o Responsible for reviewing all driving records (MVR) for Transportation Department employees.
- o Responsible for scheduling and conducting interviews.
- o Compile, maintain, file, and secure all physical and electronic reports, records, and other required documents.
- o Ensure that department operations contribute to the attainment of district goals and objectives.
- o Maintain records for all vacancies and provide weekly reports.
- o Responsible for maintaining various records and providing updated reports.
- o Recommend policies that improve transportation recruitment and other related programs.
- o Participate in professional development activities to maintain current knowledge of transportation and personnel rules, regulations, and practices.
- o Make revisions and updates to the Transportation Services Department handbook.
- o Review and make revisions to job descriptions and submit for postings.
- o Review personnel allocations and make recommendations for staffing.
- o Assist in the planning and development of in-service programs and professional development opportunities for transportation personnel.
- o Perform other duties as assigned.

Minimum Salary: \$49,793

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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