



Bethlehem Central School District

Administrative Staff Vacancy

Bethlehem Central School District * 700 Delaware Avenue * Delmar, NY 12054

POSTING NO. 001 October 9, 2020

POSITION: Transportation Supervisor (will also consider applicants in a Transportation Director title, as well as applicants in a Business Official title, or Human Resources or Labor Relations Specialist titles)

LOCATION: Bethlehem Central Transportation Department

CIVIL SERVICE QUALIFICATIONS: High School graduate and three (3) years' experience in school bus transportation operations including one (1) year in a supervisory capacity. Possess a valid Class B license with P and S endorsements, issued by the NYS DMV. Associate's Degree and five (5) years' experience in school bus transportation operations including one (1) year in a supervisory capacity, is preferred.

Any person with permanent Civil Service status as a Transportation Supervisor or Transportation Director (or reachable on existing Civil Service eligibility list) may apply if interested, or any position deemed equivalent. Applicants may also possess an SDBL or Civil Service status within the Business Official, Human Resources or Labor Relations Specialist series of titles. Provisional appointment may be made in the event a certified list is not available.

DUTIES: This is an administrative position involving the responsibility for the safe and efficient operation and maintenance of the transportation program of the district. The work is performed under the direction of the Chief Business & Financial Officer. Supervision is exercised over approx. 115 transportation personnel, including fostering a positive work environment, effective communication with staff, addressing operational concerns, and evaluation and discipline. Responsible to oversee proper administration of the collective bargaining agreement. Works with other school administrators to responsively resolve student/parent concerns, requiring good public relations skills. Demonstrated school bus routing and scheduling skills. Oversight of \$6M departmental budget and 130 vehicle fleet. Ability to work effectively in stressful situations. Plans and implements bus safety program.

STARTING DATE: December 7, 2020

SALARY: Based on Experience, approximately \$100,000

WORK DAY: Minimum 8.0 hours per day (Monday – Friday)

DEADLINE FOR APPLICATION: October 30, 2020

Apply for this position in writing to:
Judith E. Kehoe, Chief Business and Financial Officer
Bethlehem Central High School
700 Delaware Avenue
Delmar, NY 12054

It is the policy of Bethlehem Central School District that no person shall be subjected to discrimination on the grounds of race, color, religion, sex, national origin, citizenship status, ethnicity, creed, military or veteran status, mental or physical disability, HIV status, marital status, sexual orientation, genetic predisposition or carrier status, age, protected activity, status as a victim of domestic violence or stalking or any other classification protected by applicable Federal, state or local law.

Or via email to JKehoe@BethlehemSchools.org

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