

Chatham CSD Bus Dispatcher

1.0 FTE 12-month (8 hours per day) bus dispatcher for the transportation department. Must be Columbia County Civil Service qualified for this title (minimum qualifications are graduation from high school or the possession of a high school equivalency diploma and six (6) months experience in dispatching). Proficient computer skills, as well as knowledge of radio communications preferred.

Responsibilities include receiving all incoming communications via telephone or radio from school administrators, school bus drivers, parents and citizens and responding with accurate information. The qualified candidate must be able to function calmly in emergencies and to take appropriate action efficiently. Additional duties are of a routine clerical nature. This work is performed under the supervision of the Supervisor of Transportation.

If interested, send letter of interest addressed to Dr. Salvatore DeAngelo, Superintendent, with your qualifications and resume to personnel@chatham.k12.ny.us by May 5, 2023.