



RAVENA-COEYMANS-SELKIRK CSD • PO Box 100, 15 Mountain Rd, Ravena, NY 12143 • Phone: 518-756-5200 • Fax: 518-756-4561

POSTING NO. CS58-21-22

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

POST DATE: November 18, 2021

POST END DATE: November 30, 2021

LOCATION: RCS 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. Will need to possess a valid Class B license with P and S endorsements, issued by the NYSDMV. 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 position involves the responsibility for the safe and efficient operation of the transportation program of the district. The work is performed under the direction of the School Business Manager. Supervision is exercised over approximately 50 Bus Drivers and Monitors. Duties will include fostering a positive work environment, effective communication with staff, addressing operational concerns, and evaluations and discipline. Responsible to oversee proper administration of the collective bargaining agreement. Works with other school administrators to resolve student/parent concerns, requires good public relations skills. Demonstrated school bus routing and scheduling skills. Oversight of departmental budget. Ability to work effectively in stressful situations. Plans and implements bus safety program, and ensures that all department staff is in compliance with all NYS Education Department and NYS Department of Motor Vehicles regulations.

STARTING DATE: ASAP

SALARY: \$80,000.00 to \$98,000.00 - Based on experience.

WORK DAY: Monday – Friday based on an 8 hours week day.

LETTER OF INTEREST DEADLINE: ASAP

CONTACT: Sue Starr
Ravena-Coeymans-Selkirk Central School District
(518) 756-5200, #6000

Forward the following materials to the address above:

- Letter of Interest and Resume

The Ravena-Coeymans-Selkirk Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap. Present staff members who are interested in applying for the above positions should submit a written statement indicating the position they are applying for, outlining past experience in a similar position and summarizing qualifications for the position. If additional records or other materials are needed, these will be requested after receipt of the initial written submission.