



“Committed to Quality Education”

St. Maries Joint School District No. 41
240 S. 11th Street
P. O. Box 384
St. Maries, ID 83861
(208) 245-2579
www.sd41.org

**NOTICE OF CURRENT CLASSIFIED VACANCY
FEBRUARY 13, 2018**

St. Maries Joint School District No. 41 announces that it is accepting applications for the following classified position:

- ✓ **Full-Time Transportation Supervisor Beginning with 2018/2019 School Year**

Position is open until filled.

QUALIFICATIONS:

1. GED, High School Diploma, or higher.
2. Demonstrate and possess mechanical aptitude and managerial experience for the work to be performed.
3. Possess ability to develop technical bids for purchasing student transportation equipment.
4. Possess knowledge related to public school safety.
5. Possess supervisory skills to oversee bus drivers, mechanics, and clerical personnel.
6. Hold a valid Commercial Driver's License Class B, Endorsement "P" (passenger), and Endorsement "S" (school bus), and pass air brake test.
7. Complete and pass the Department of Transportation's (DOT) physical, background records check, Department of Transportation's (DOT) drug test.
8. Complete training program(s) as prescribed by St. Maries Joint School District No. 41, the Idaho Department of Education, and the Department of Transportation.
9. Ability to work both independently and under the direct supervision of District administrative staff.
10. Positive communication skills and ability to manage tasks and interact effectively and positively with staff, students, parents, and patrons.
11. Excellent time management skills.
12. Ability to manage multiple tasks.
13. Ability to maintain confidentiality of students, staff, and records and any interactions thereto.
14. Ability to manage and use computers and data base programs (Skyward and Microsoft Office Products – Word and Excel)
15. Related experience desired.
16. Willing to learn new skills and present a positive attitude.

TO APPLY, SEND ALL OF THE FOLLOWING DOCUMENTS TO ST. MARIES JOINT SCHOOL DISTRICT NO. 41; 240 S. 11th Street, P.O. Box 384; St. Maries, ID 83861:

1. **Letter of Application/Interest**
2. **Completed Classified Application (available at: <http://www.sd41.org>)**
3. **Resume', including related education, training, and work experience**
4. **Consent for Pre-Employment Drug Testing (available at: <http://www.sd41.org>)**
5. **Authorization for Release of Information on Past Employment with School Employers Idaho Code 33-1210 (attached to Application)**

ST. MARIES JOINT SCHOOL DISTRICT NO. 41 IS AN EQUAL OPPORTUNITY EMPLOYER:

St. Maries Joint School District No. 41 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

Preference given to eligible veterans – Idaho Code §65-503A,

Classified personnel are those non-certified employees who are employed by the School District in "AT WILL" positions which do not require certification. All classified personnel shall be regarded as "AT WILL" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate any other provision of law.) An employment period, as well as other terms and conditions of employment set forth in a job description shall not create a property right as such and are included for the specific purpose only of providing notice to the employee of the service and expectations of the District so long as the employment relationship continues.