



Ravenna Public Schools

12322 Stafford Street, Ravenna, MI 49451

Phone 231-853-2231; Fax 231-853-2193

ravennaschools.org

Ravenna Public Schools is seeking an experienced person for the position of:

Part Time Transportation Administrator

DUTIES INCLUDE:

Determining bus routes using Poly Plot
Training and evaluating personnel
Processing invoices and correspondence
Parental and school building communications
Overseeing transportation department
Meeting all state and federal safety standards

DESIRED QUALIFICATIONS:

High school diploma
Computer and technical skills
Experience in personnel supervision/evaluation
Excellent verbal and written communication skills
Demonstrated problem solving skills
Ability to develop and maintain effective working relationships

SALARY/BENEFIT PACKAGE:

Commensurate with experience
Hours needed are 6:00 – 8:30 a.m. and 2:00 – 4:30 p.m.

APPLICATION DEADLINE - June 21, 2013/Until Filled

Apply To: Please provide a letter of interest, current resume online at ravennaschools.org

It is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or English speaking ability, shall be discriminated against, excluded from, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Health, Education, and Welfare.

Posted: June 3, 2013

Planted in Promise...Growing in Pride