



# ITHACA CITY SCHOOL DISTRICT

400 Lake Street • Ithaca, New York • 14850

## NOTICE OF VACANCY

**We envision 6000+ Thinkers.** Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

**Our Mission is to engage, educate, and empower.** We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

**Position Title:** 1.0 Temporary School Bus Route Coordinator  
(38 ½ hours per week)

**Brief Description:** This position is responsible for establishing and maintaining safe, efficient and economical school bus routes in the City School District. A School Bus Route Coordinator also prepares maps outlining the routes, studies route and bus stop feasibility and maximizes school bus usage. The work is performed under the general supervision of the Transportation Supervisor. Does related work as required.

**Location:** Transportation Department

**Anticipated Date:** February 14, 2023

**Posting Dates:** February 13, 2023 - February 17, 2023

### Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.
- Two or more years experience in one or more of the following components of a school bus transportation system, e.g., operations, scheduling, or dispatching. Excellent customer service and communication skills. Should have a general familiarity with Tompkins County roads and highways. Experience with large school bus routing software packages a plus. Position to be filled provisionally. Candidate must meet all qualification requirements.
- Must Possess flexibility, adaptability, good organizational skills, must be task oriented, work well under pressure. **Must be eligible for appointment as a School Bus Route Coordinator by Civil Service.**

### Special Requirements and Additional Skills Required:

- Must have CDL class B with P and S endorsements and drive as needed.

**Salary Range:** \$25.75 in accordance with Collective Bargaining Agreement.

**Apply:** <https://ithacacityschools.recruitfront.com>

*The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.*