

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION
1308 NORTH AVE
PORT NORRIS, NJ 08349**

JOB LISTING

The Commercial Township School District is seeking qualified applicants to fill the position of Transportation Coordinator/Attendance Officer for its district. To perform this job successfully, the candidate must have strong organizational and time management skills; good communication skills and attention to detail. Must possess a current CDL Endorsements of Passenger Vehicles and School Bus with no restrictions and experience driving a bus. Knowledge of Commercial Township area a plus.

Responsibilities will include:

- Determination and mapping of bus routes
- Scheduling of Drivers, Bus Evacuations for District students and Bus Maintenance
- Developing cost savings plans
- Handling of parent complaints and concerns
- Driving in emergencies
- Scheduling, Tracking, and Determination of Routes for Field Trips, Sporting Events, 21st Century (PNS), Club 21 (HMS), EXCELeRate, students in transition, and all other After-School Activities.
- Track student attendance daily
- Communicate with parents when their student is not present
- Attend Truancy Court as a representative of the district

This is a 11 month position. Salary negotiable.

Education Requirements: High School Diploma or higher.

We are an Equal Opportunity Employer - F/M