

## **Black Butte School District #41 Job Announcement**

**Position: Transportation Specialist\***

\*This position is ideally combined with the Facilities Operations Manager

**Reports to:** District Administrator

**FLSA Status:** Non-exempt

***Job Purpose Statement:***

To ensure Black Butte School children entitled to transportation receive safe, comfortable, and prompt transportation to and from school.

***Required Education and/or Experience:***

The ideal candidate will hold a current Bus Driver's License, pass a physical exam (including drug screen), be able to perform assigned tasks, and have demonstrated aptitude for successful fulfillment of assigned performance responsibilities.

***Additional Qualifications:***

1. Minimum of 5 years driving experience
2. Current basic First Aid/CPR/AED certifications
3. Oregon Driver's License and approved driving record
4. Class B CDL with passenger endorsement and air brake endorsement
5. Pass required background checks and physical examination
6. Subject to random drug testing as a CDL driver.

***Required Skills and Dispositions:***

**Demonstrated knowledge and skills** in essential bus maintenance and mechanics. Ability to effectively manage time. Effective written and interpersonal communication skills.

**Ability and willingness** to effectively, cooperatively, and routinely communicate and work with families, students, school staff, School Board, and community members to address any needs associated with transportation. Ongoing familiarity with school policies and practices. Diligence in keeping applicable records and reports. Willingness to perform other tasks as assigned.

**Terms of Employment**

- Salary: Hourly rate (\$18/hr.+) based on years of experience; benefits included
- Hours: approx. 15-20 hours per week
- Timeline: Open until filled, position starts as soon as possible
- Evaluation: Mid-term and end-of-year performance evaluations conducted by District Administrator

**Application:**

The following information is required for candidates to be considered for this position:

- Black Butte School District Application
- Letter of Interest
- Current Resume

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- Three (3) Letters of Recommendation

A detailed background on the Black Butte School District as well as a full job description is available on our website at [www.blackbutte.k12.or.us](http://www.blackbutte.k12.or.us).

Any questions can be directed to:

Black Butte School District  
P.O. Box 150, Camp Sherman, OR 97730  
[541.595.6203](tel:541.595.6203) or [kanglea@blackbutte.k12.or.us](mailto:kanglea@blackbutte.k12.or.us)

Closing date: Open until filled.

Veterans Preference.

Black Butte School District is an equal opportunity employer. Black Butte School District employs men and women in both traditional and non-traditional jobs and is committed to ensure there is not discrimination against any person based on race, color, gender, sexual orientation, religion, national origin, physical or mental disability, marital status or age except in positions where a bona fide occupational qualification exists.