CENTRAL MONTCALM
PUBLIC SCHOOL DISTRICT

1480 S. Sheridan Road
Stanton MI 48888
(989) 831-2000

NOTICE OF VACANCY

Posted: October 22, 2026
Position: Part-Time School-Year Transportation Dispatcher
Building: Transportation Office/Bus Garage
Reports to: Transportation Director
Hours: 5 hours/day, 5 days/week as scheduled

General Description:

Transportation Dispatch provides communication and support for the transportation department by:

- answering phones,
- responding to questions from parents, bus drivers, and school staff,
- and using Powerschool and BusRight to access student and transportation information.

Responsibilities also include performing basic transportation office duties or other tasks as assigned to support the efficient daily operation of the district bus garage.

Qualifications:

- High School Diploma or equivalent
- Must be able to pass a criminal history background check
- Demonstrate ability to use the computer for a variety of outcomes
- Demonstrate understanding of quality customer service
- Demonstrate ability to handle multiple tasks calmly and efficiently
- Good health, high moral character, and good attendance record
- Demonstrate proficiency in office procedures, typing, use of computers and other office machines
- Able to respond to questions and comments from parents, school employees and community citizens in a positive manner and maintain effective public relations
- Highly Preferred: Two or more years of office experience

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Occasional interaction among students who may struggle behaviorally

For more information, please call Lynn Lund (989.831.2240) or email lylund@central-montcalm.org

All interested applicants should apply online with http://www.applitrack.com/maisd/onlineapp/

Deadline: Until Filled

Central Montcalm Public School is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, or any other personal characteristic protected by applicable law.