

Washington Township Schools

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www.msdt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Dispatch Specialist - AM
Education	High school diploma or equivalent
Location	Transportation Center
Work Schedule	5:30am – 2:30pm (Includes 1 hr unpaid lunch)
Calendar Length	Year-round
FLSA Classification	Hourly
Salary/Hourly Rate	\$22.65 - \$27.21/hr (\$47,112 - \$56,596 annually)
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Transportation Manager, the Dispatch Specialist is responsible for handling the design and execution of all school bus routes for general education, Special Education, shuttles, mid-day routes and other special routes as needed and completing daily tasks as assigned

Essential Functions

- AM/PM dispatch on a daily basis and during peak driving times.
- Working closely with the Transportation Director, Associate Director, Assistant Director, Transportation Manager and Router to ensure that all routes are efficient, safe and cost effective.
- Searching proactively for ways to improve routes and transportation within the district.
- Learn the RouteFinder/Viewfinder routing software program and/or other similar software as needed.

- Communicating with drivers regarding bus stops, driver directions and route/bus stop hazards.
- Assisting with substitute driver/bus assistant placements based on route needs.
- Reviewing student counts to ensure capacity is within corporation limits.
- Maintaining current route direction back-ups for all routes.
- McKinney Vento transportation back-up liaison
- Dispatch summer school bus routing.
- Providing necessary resources for any redistricting and assisting with elements of transportation.
- Completing necessary reports as assigned.
- Communicating daily with school's staff and administrators with route, student and driver changes.
- Serve as the office liaison to drivers regarding bus tablet usage and troubleshooting.
- Assists in entering employees into fuel system
- Assists with additional technology as needed
- Responsible for assisting with field trip billing
- Performing other duties as assigned by the Director of Transportation, Associate Director, Assistant Director, Transportation Manager, and/or Router.
- Learn and implement GPS tracking system to assist drivers while maintaining calm radio communications and re-directing radio communications.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Experience using routing software, in particular RouteFinder, is preferred.
- Computer skills are required (Microsoft Office and Windows, Google Suite for Education).
- The ability to maintain excellent files and records is mandatory.
- It is essential for candidates to possess excellent customer service and communication skills, displaying professional behavior to all staff members, district employees, parents, students and the general public. The ability to maintain strict confidentiality is essential.
- The ability to be flexible in covering shifts as needed is required.
- CDL not required, however additional compensation may be offered CDL holders.
- If an applicant does not currently hold a CDL, training may be provided by MSDWT.

Education

Qualified candidates must have a high school diploma and/or equivalent.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Occasional
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Seldom

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.