

Washington Township Schools

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@msdwt



Washington Township Schools



www.msdwt.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.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at www.msdwt.k12.in.us/careers.

JOB DETAILS

Job Title	Transportation Manager
Education	College Degree preferred
Location	Transportation Department
Work Schedule	8:00am – 5:00pm
Calendar Length	Year-round
FLSA Classification	Exempt - Supervisor
Salary	\$72,000 annually. Additional compensation available for graduate level education, approved industry certifications, or bilingual proficiency.
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA, 403b match), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Assistant Director of Transportation, the Transportation Manager is responsible for performing the following duties:

Knowledge, Skills, and Abilities

- Supervising receptionists and dispatchers.
- Assisting with hiring, training, and evaluating direct reports.
- Overseeing timekeeping and payroll for direct reports.
- Assisting the Assistant Director of Transportation with pulling and watching videos, and reporting findings to the Assistant Director.
- Overseeing the McKinney Vento process and field trip routes by approving and managing trip requests.
- Overseeing the upkeep of office documents.
- Acting as main liaison for office staff.
- Assisting with the creation and maintenance of standard operating procedures for all office positions.
- Assisting with planning employee recognition events, back to school meetings or other all staff meetings.
- Serving as a backup for direct reports and ALL office positions, as needed.
- Assisting with Parentsquare system and sending communications to staff and parents.
- Serving as point person for parent communications which includes but not limited to bus stop location and driver concerns.
- Other duties as assigned by the Assistant Director of Transportation.

Education

- College degree preferred
- Two years or more supervisory experience preferred
- Must have strong planning, management, supervisory, computer, organizational, and oral and written communication skills.

Physical Demands

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 more than 50 pounds	Occasional

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Amount to lift more than 50 pounds	Occasional
Amount of force to push/pull up to more than 50pounds	Seldom
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	Occasional

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.