WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Transportation Secretary, Level II
12-month position, 8 hours per day

Location: Transportation Department

Minimum Qualifications:

- High School Diploma
- Strong computer skills, computerized routing/GPS experience preferred
- Proficient in Microsoft Office Suite, Excel knowledge a must
- Strong written and oral communication skills
- Ability to multi-task in a fast-paced office environment
- Dependable and possess good work ethics and has a positive attitude
- Ability to maintain confidentiality of information
- Utilizes resources and time well

Essential Functions:

- General office duties
    - Addressing parent phone calls
    - Assist drivers and other department personnel
    - Dispatching the bus fleet
    - Field trip billing, vendor invoices
    - Bus maintenance records, work order support
    - Maintaining routes, schedules, staff records, student records
    - HR administration including new hire records, maintaining driver credentials, recruitment and training paperwork
- Programming and monitoring transportation related computerized programs. I.e. GPS, Polyplot, Fleet Maintenance, Absence Management, Business Plus, etc…
- Communication with parents via Blackboard Connect, etc.
- All other duties as assigned

Reports To:	Transportation Supervisor
Workday/Week:	Monday – Friday 6:00 AM – 10:00 AM & 1:00 PM – 5:00 PM
Starting Date:	TBD
Compensation:	Per MESPA I Master Agreement, Classification II New Hires: Starting Salary $15.50 - $20.83 (Based on experience)
Posting Date:	June 19, 2026
Posting Deadline:	Until Filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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