

EMPLOYMENT OPPORTUNITY

Transportation Coordinator and Main Office Assistant

Dwight School is seeking a Transportation Coordinator and Main Office Assistant beginning **August 1, 2019**. The Coordinator must be a tech savvy team player and willing to assist in all areas of both Transportation and the Main Office. This position will report to the Head of School and the Main Office Manager.

Days and Hours: Monday – Friday 9:00am – 5:30pm (must be flexible to assist with evening school events when necessary and be on call remotely to oversee any transportation issues that may arise after hours)

Transportation Coordinator responsibilities are as follows:

- Acts as the point person with bus/van drivers, Athletic Director, and Head of Facilities for all transportation needs
- Schedule buses for Athletic teams and Physical Education Department
- Schedule Campus to Campus shuttle bus runs (Main Campus Dwight/Early Childhood Division/Dwight Athletic Center)
- Manage the coordination of transportation with the Dept of Education (DOE) and private bus companies
- Communicate daily (via email and verbally) with the Director of Facilities to ensure bus schedule has no conflicts
- Meet regularly (Fall/Winter/Spring) with Head of PE and Athletics Director to ensure bus/van schedules are up-to-date and discuss any required changes
- Provide the bus/van drivers with daily/weekly schedules and transportation routes as needed
- Manage gas cards for buses and school van
- Manage 19-A on-boarding (with NY State Department of Motor Vehicles)
- Manage and monitor First Aid and CPR certifications of bus/van drivers
- Manage inspection books on buses and dates from NYS DOE inspections of buses for Director of Facilities
- Manage annual bus insurance
- Maintain a current, up-to-date student list during the school year
- Ensure appropriate attendance and student lists are being kept on bus runs
- Hire and train bus chaperones when required
- Coordinate with Director of Afterschool for daytime field trip transportation

Main Office Assistant responsibilities are as follows:

- Serves as Main Office Assistant at the front reception desk (answering phones, directing calls, greeting and assisting visitors, vendors etc., between the hours of 3:30pm – 5:30pm)
- Covers lunch coverage for the Main Office Coordinator
- Coordinates Metro card distribution for Grades 1-12
- Serves as the back-up person to cover the reception area, when needed
- Coordinates student folders for orientations, vendor reservations, invoice submissions, etc.
- Coordinates school mailings, paperwork for orientations and making labels for school events
- Any additional duties delegated by the Head of School or Main Office Manager

Requirements of position:

- 2 year or 4 year degree required
- 2 -3 years' experience in customer service, transportation or office administration required
- Strong organizational and time management skills
- Must be self-motivated and a team player
- Excellent verbal and communication skills
- Proficiency with Microsoft Word and Excel required
- Must have the ability to prioritize and handle multiple projects

Qualified candidates should submit resumes to Dianne Drew, Head of School, at ddrew@dwight.edu with the heading "Transportation/Main Office Assistant".

Dwight School's goal is to achieve and maintain equal employment opportunities. It is also the policy of Dwight School to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regards to any term or condition of employment.