

HOME OF THE HORNETS



PELLSTON PUBLIC SCHOOLS

172 PARK STREET · PELLSTON, MI 49769

SUPERINTENDENT
(231) 539-8421

MS/HS OFFICE
(231) 539-8801

ELEMENTARY OFFICE
(231) 539-8421

Athletic Director/Transportation Coordinator

Job Descriptions:

- Directs, supervises and manages the entire transportation department and its personnel, assuring safe, efficient and convenient transportation for eligible students.
- Oversees and directs the daily operations of the district athletic programs and assures that Pellston Public Schools students have ongoing opportunities for exposure to positive extra-curricular experiences.

ATHLETIC DIRECTOR

Essential Functions:

- Organizes and administers the overall program of interscholastic athletics for the middle and high school in cooperation with the Principal and coaching staff; assumes responsibility for preparing the school's interscholastic athletic schedule in consultation with the Principal and coaching staff.
- Prepares and administers the school's athletic budget developed in consultation with the Principal and Superintendent; supervises all ticket sales and fund-raising events of the athletic program and assumes responsibility for the proper handling of funds.
- Administers the physical and academic requirements for eligibility to participate in each sport and verifies the eligibility of each athlete.
- Supervises the coaching staff to ensure that proper practice schedules and safety procedures are maintained and that MHSAA and Ski Valley rules are adhered to by all athletic teams; represents the school at area, regional, and state athletic association meetings.
- Coordinates the operation of athletic contests to ensure that transportation, officials, support personnel, and facilities are properly provided; fosters good school-community relations by keeping the community aware of the athletic program.
- Assumes responsibility for the requisition of athletic supplies and equipment; oversees the maintenance of athletic facilities and equipment; assists with the assignment, supervision, and evaluation of the coaching staff; plans and coordinate the school master calendar for student activities, the scheduling of student activities, and the use of school facilities.
- Performs other duties as assigned by the Superintendent.

Qualifications:

- Bachelor's degree
- Coaching experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate and acceptable
- Possesses leadership qualities and personal characteristics necessary to work effectively with athletes, coaches, students, school administrators, staff, parents, and the community.

TRANSPORTATION COORDINATOR

Essential Functions:

- Ensure safety of students.
- Provide orientation for new bus/vehicle drivers and substitutes.

- Ensure parents and students are aware of bus regulations.
- Organize and conduct on-site safety orientation for bus/vehicle drivers and substitute bus drivers.
- Prepare all routes and stops at the beginning of the school year.
- Work before or after the normal school day for emergencies.
- Oversee summer bus maintenance ensuring all buses are ready for annual inspection.
- Time and drive routes as needed.
- Assist in maintaining records and reports as directed and/or required by local, state and federal rules, regulations, ordinances and laws regarding school bus operation.
- Keep informed of school transportation rules and state regulations.
- Maintain maintenance and cost records on each school district -owned vehicle in the transportation system.
- Set up and modify bus/vehicle routes as necessary. Prepare maps, etc.
- Assign stops within the parameters set by state.
- Post trips and assign drivers to special trips.
- Maintain communication with school regarding any changes to be made in routes.
- Maintain all driver records, including, but not limited to: physicals, inspection reports, schedules, license data, etc., training records, special trips and driver certification.
- Make arrangements for repair of buses. Assign substitute buses as necessary.
- Maintain the following records on each bus: number of students, miles driven daily, annual non routine miles, repairs, fuel and time expenses, etc., lubrication and oil changes, pre/post inspections.
- Collect all information necessary in the case of bus accidents and report to proper authorities and administrators.
- Schedule required drills and emergency evacuations and keep records of same - safety week.
- Provide orientation for kindergarten students on riding school buses.
- Carry out policies of the Board of Education.
- Help prepare transportation department budget.
- Work with drivers and principals with issues concerning student discipline when infractions occur.
- Update driver handbook and be sure each employee receives a copy.
- Interact in a positive manner with staff, students and parents.
- Promote good public relations.

Other Duties and Responsibilities:

- Oversee work of light duty bus mechanic.
- Oversee the purchase materials and supplies needed in the transportation department.
- Conduct parent conference regarding transportation problems.
- Respond to routine questions and requests in an appropriate manner.
- Serve as a role model for students.
- Perform other duties as assigned by the Superintendent or designee.

Qualifications:

- State of Michigan Commercial Driver's License (CDL) with both P & S (if not currently licensed to drive a school bus, assure employer compliance within 6 months).
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Required Knowledge, Skills, and Abilities:

- Ability to organize and supervise the transportation system.
- Knowledge of bus/vehicle safety laws and regulations.
- Possess appropriate skills and ability to teach driver safety instruction and implement/attend in-service programs.
- Ability to develop and maintain a safe and efficient transportation system/routing.
- Knowledge of mechanics of bus fleet, needed parts, supplies and general maintenance.
- Ability to read and understand verbal and written instructions, written warnings and labels.
- Computer skills Experience working with transportation department.

Salary: Pellston Public Schools will offer a qualified candidate a competitive salary and benefits package that is commensurate with the candidate's experience.

Please submit letter of interest and resume to Stephen Seelye, Superintendent (sseelye@pellstonschools.org) no later than Friday, April 1, 2022. Please submit all documents via email.

Pellston Public Schools is an equal opportunity employer and does not discriminate on the basis of sex, genetic information, race, color, age, religion, disabilities, military status, sexual orientation, or national origin in its programs and activities, including employment opportunities. All school employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout employment in the Pellston Public School District.