

VACANCY
2020-2021 School Year

EDINBURGH COMMUNITY SCHOOL CORPORATION
EDINBURGH, IN

Facilities & Transportation Assistant

- Report to the Transportation and Maintenance Director
- Coordinate drug testing for bus/van drivers
- Complete BMV checks on all drivers
- Scheduling athletic and class field trips
- Schedule substitutes for bus drivers and custodians
- Assist in developing and updating all bus routes.
- Provide all transportation information for parents as necessary
- Direction and coordination of custodial personnel
- Purchasing transportation, custodial & maintenance equipment & supplies
- Serve as the immediate supervisor of all custodians during summer and vacation times.
- Communicate regularly with building principals concerning custodial issues.
- Commodities scheduling
- Process workman's comp. and unemployment claims
- Bank reconciliations
- Other duties as assigned by Superintendent and/or Business Manager

Hours : 7:45 a.m. to 4:15 p.m. \$15.00 per hour
 37.5 hours per week, 12 month position

Application December 4, 2020 or until position filled
Deadline: Interviews may begin before deadline

Apply to: Dr. Doug Arnold
 202 S Keeley St.
 Edinburgh, IN 46124
 darnold@ecsc.k12.in.us
 Fax: 812-526-0271

Application may be found online at www.ecsc.k12.in.us.

NONDISCRIMINATION

It is the policy of the Edinburg Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or disability, in its educational programs or employment policies as required by the Indiana Civil Rights Act, 1971, Public Law 218, 1971, Titles VI & VII, 1964, Title IX (1972 Education Amendments), Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA).