LETHBRIDGE SCHOOL DISTRICT NO. 51

HUMAN RESOURCES
433 - 15 STREET SOUTH
LETHBRIDGE ALBERTA
T1J 2Z4
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Transportation Coordinator – Executive Assistant

Lethbridge School District No. 51 is looking for a Transportation Coordinator – Executive Assistant to commence the 2014-2015 school year. The start date will determined in consultation with the successful candidate.

The successful candidate will report to the Associate Superintendent Business Affairs and Director of Finance. The position will be responsible for the following:

- The coordination of the school bus transportation and Access-a-Ride transportation for the district and be the liaison between parents, Alberta Education, City Transit, Access-a-Ride and district schools.
- The gathering and compilation of material required to complete the Transportation Grant Application to Alberta Education.
- VersaTrans Routing and Planning Systems Software and its application.
- Assist the Associate Superintendent Business Affairs and Director of Finance in the day to day operations of Business Affairs and will be responsible for completion of insurance forms and ensure that proper insurance and safety requirements are maintained on all District owned vehicles.
- Responsible for four Baragar Demographics software programs:
    - GeoSchool - Boundary and Pupil Information
    - School Locator
    - Demographics Dynamics
    - Theme Map
- The recording and maintaining the minutes and notes of all Board meetings of the Board of Trustees.

The successful candidate for this position will possess the following:

- Minimum 2 year post-secondary diploma in business administration or equivalent experience
- Strong analytical and problem solving skills
- Work independently on multiple projects and priorities
- Strong written and oral communications skills
- Strong computer skills including working knowledge of Microsoft Office

Preference will be given to candidates possessing previous experience in transportation and bussing; preferably in a school system setting.

***Candidates may be tested for computer proficiency.

**Applicants should forward resumes quoting competition number:

#TCEA 04-2014 by 12:00 pm, May 27, 2014

Resumes should be forwarded to the attention of:

Human Resources
433 15 Street South
Lethbridge, AB
T1J 2Z5
Fax: 403-320-5706
Email: hr@lethsd.ab.ca

***In order to ensure and maintain a safe and secure working and learning environment, applicants new to Lethbridge School District No. 51 **WHO ARE OFFERED EMPLOYMENT** must provide:

- A clean Criminal Records Check; including Vulnerable Sector Check from Police Services or an RCMP detachment.
- A Child Intervention Check from Southwest Alberta Child and Family Services.
- A valid Social Insurance Card in the current legal name must be provided at time of hire. If one cannot be provided, a new card must be obtained and proof of application provided within three days of hire.

***You must be a Canadian citizen, legal permanent resident (PR), or otherwise have valid residency status in Canada which allows you to work in Canada.

***We thank all applicants for your interest in our District; however, only candidates selected for interview will be contacted.