



PUXICO R-VIII SCHOOL DISTRICT



481 N. Bedford

Puxico, Missouri 63960

Phone: 573-222-3762

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Mrs. Cindy Crabb, Superintendent

Mrs. Tammy Thompson, Elementary Principal

Mr. Todd Jenkins, Junior High Principal

Mr. Jordan Ellsworth, High School Principal

Mrs. Tracy Robison, Special Ed. Director

Ms. Jessica Benson, School Nurse

Mr. Jim Clark, Transportation Supervisor

Mr. Don McRoy, Technology Coordinator

Job Title: Transportation Supervisor (immediate opening)

Classification: Classified Position, salary dependent on experience

Terms of Employment: This position is Twelve (12) Months (261 days, paid holidays, vacation, retirement, and benefits)

Evaluation: Will be conducted after 90-day probationary period, then annually thereafter.

Qualifications of a Transportation Supervisor: Interested applicants must have, or be willing to obtain, a CDL/School Bus permit and pass all background checks. The ability to generate reports and keep up with paperwork and service logs is required. Knowledge and experience to complete preventative bus maintenance is needed.

Job Summary: The Puxico R-VIII School District is currently accepting applications for a transportation director to begin immediately. The person must maintain bus logs and be able to perform routine service on buses and school vehicles as necessary. Supervision of the transportation department personnel, training new personnel, keeping all necessary mileage reports, and maintaining records to meet DOT requirements is expected. Maintaining bus routes and scheduling trip requests is included in this role. Keeping buses fueled and periodically cleaned on the outside. The supervisor oversees inventory and ordering of supplies and fuel for the transportation department. This person will assist the custodial or maintenance personnel as requested by the superintendent. Perform the routine duties of a bus driver as needed. The supervisor will adhere to all laws regarding school bus operations, school board policies, rules, and regulations and attend workshops and training courses as necessary.

Applications are available on the district website at www.puxico.k12.mo.us.

Questions can be directed to

Jim Clark, Maintenance & Transportation Supervisor at jclark@puxico.k12.mo.us or

Cindy Crabb, School Superintendent at ccrabb@puxico.k12.mo.us

The Puxico School District considers applicants for all positions without regard to race, color, religion, national origin, ancestry, age, religion, genetic information, marital status, pregnancy, sex, exercise of FMLA rights or disability, educational programs or activities, and as required by the Immigration Reform Control Act, hires only American Citizens and aliens who are authorized to work in the United States. All candidates will be considered on the basis of qualifications, training, experience, and the ability to perform the requirements of the position. Puxico R-8 School reserves the right to accept or reject any or all applications.

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