

Lopatcong Township School District

Rainie Roncoroni, Superintendent

Lopatcong Township Elementary School

Noelle S. Kondikoff, Principal
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Lopatcong Township Middle School

Jeanene Dutt, Principal
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Employment Opportunity

Posting Date: June 6, 2017

Position: District - Transportation Coordinator/12-Month Stipend Position

Position Specifics:

Familiar with the layout of Lopatcong Township, its housing developments and the surrounding communities

Job Description/Responsibilities

- Maintain Transfinder Route Pro System for updated records of student transportation.
- Update Transfinder Route Pro System accordingly with registered students who change schools, transfers into and out of district
- Assignments for pick up and drop off locations and times for regular education students in grades 9 through 12
- Input student data for students in grades 9 through 12
- Input data for new kindergarten students registered for the upcoming school year
- Prepare and distribute correspondence to parents/guardians of students in grades kindergarten through 12 prior to the beginning of the school year and send updated correspondence, as appropriate
- Collaborate with contracted bus companies regarding efficacy and safety of all bus routes
- Communicate important school-year calendar dates with contracted bus companies and local daycares
- Assist business office in the completion of the District Report of Transported Resident Students (DRTRS)
- Coordinate state-mandated bus safety drills with students in both the elementary and middle schools
- Attend administrative meetings and Board of Education meetings, as requested
- Maintain updated transportation records for both offices within the Lopatcong District
- Communicate with contracted bus companies with emergency school closings or school delays

Start Date: July 1, 2017

Respond to: Please submit online application via www.lopatd.org under Employment.

Deadline: June 13, 2017 or until a suitable candidate is found.

AA/EOE