



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #01-2026

Opening Date: January 21, 2026
Closing Date: Open Until Filled
Position Title: Transportation Coordinator/Program Assistant
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the EDO, the Transportation Coordinator provides safe bus transportation of Head Start and/or Laguna Elementary/Middle School children. The coordinator assures that each child is picked up and delivered on schedule and maintains orderly conduct on the bus. The coordinator follows proper procedures for operating the school bus, including performing the daily pre and post bus and equipment inspections. The coordinator completes all required reports for the LES/LMS and Head Start administration. This support includes clerical, reception, purchasing, and document production tasks. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum high school diploma, GED or equivalent; or demonstrated basic literacy and math skills. Experience in a commercial or school environment in the operation of vans, school buses, or larger vehicles. Medical Examiners Certificate required. First Aid and CPR certification required.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico Class B - CDL driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Transportation Coordinator/Program Assistant
Department: Administration
Reports To: Executive Director of Operations
FLSA Status: Non-Exempt – Year Long

SUMMARY

Under direction of the EDO, the Transportation Coordinator provides safe bus transportation of Head Start and/or Laguna Elementary/Middle School children. The coordinator assures that each child is picked up and delivered on schedule and maintains orderly conduct on the bus. The coordinator follows proper procedures for operating the school bus, including performing the daily pre and post bus and equipment inspections. The coordinator completes all required reports for the LES/LMS and Head Start administration. This support includes clerical, reception, purchasing, and document production tasks. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides general administrative support.
- Professionally receives and screens visitors and telephone calls, answers routine questions and routes others to the appropriate staff person for handling.
- Types (word processing) and proofs correspondence, transportation reports, for accuracy, grammar, spelling, and sentence structure, and prepares final draft for distribution and/or mailing.
- Prepares memos, purchase requisitions, and other department forms and documents.
- Develops and maintains alpha/numeric correspondence and report files; on request researches files for information and summarizes according to instruction.
- Maintains office equipment, e.g. copier, computer, typewriter, telephones, etc.; orders and inventories office supplies.
- Provides support for transportation department, schools and programs.
- Maintains confidentiality of all records and information.
- Assist with Transportation bus schedules
- Assists with vehicle maintenance, GSA vehicle return and pick up(s),
- Assists with field trip scheduling.
- Reviews, updating and processing Registration(s), and Title(s) for all LDoE vehicles.
- Update Annual Auto Insurance cards in all LDoE vehicles.

MINOR RESPONSIBILITIES:

- Attends and participates in staff meetings and professional development activities as appropriate.
- Must display a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimum supervision and demonstrate attention to detail.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with callers and visitors to the transportation office, including other LDOE staff, teacher/office staff, bus drivers, bus monitors, vendors, parents, volunteers, and community representatives.
- Frequent telephone and in-person contact with the external and internal customers.

SUPERVISORY RESPONSIBILITIES

Assist with supervision of all bus drivers and bus monitors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum High School Diploma, GED or equivalent; or demonstrated basic literacy and math skills. Experience in a commercial or school environment in the operation of vans, school buses, or larger vehicles.

SKILLS and ABILITIES REQUIRED

- Must be qualified to operate school buses in accordance with state law and the rules and regulations of the Department of Education.
- Ability to exercise good judgement with regard to children's safety, children/student behavior, and interaction with parents.
- Ability to maintain schedules while meeting individual needs of children and families.
- Valid Commercial Driver's License and driving record free of any moving violations within the last five years.
- Ability to pass annual school bus driver medical exam. Ability and willingness to comply with physical/health and safety standards for all required tasks.
- Ability and willingness to comply with all drug and alcohol screening and standards.
- Ability to work and communicate effectively with students, parents, and co-workers.
- Must be able to maintain a professional, customer service-oriented attitude at all times.
- Must have a high level of interpersonal skills to handle sensitive and confidential DOE, student information and situations.
- Must possess ability to understand various LDOE program operations and procedures.
- Must be able to maintain a professional, customer service-oriented attitude at all times.
- Ability to work and communicate with internal and external clients/customers to meet their needs in a polite, courteous and cooperative manner.
- Must display a high level of initiative, effort and commitment towards completing assignments efficiently. Ability to work with minimum supervision and demonstrate attention to detail.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS

Basic word processing skills (i.e. Microsoft Office Systems)

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and Current New Mexico Commercial Driver's License.
First Aid and CPR certification a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with other staff. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.