



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

POSITION OPENING

Transportation/Maintenance Coordinator

GRANT SCHOOL DISTRICT NO. 3, JOHN DAY, IS SEEKING APPLICANTS FOR THE POSITION OF A TRANSPORTATION/MAINTANCE COORDINATOR.

QUALIFICATIONS:

- Experience in supervision of staff
- Possess strong positive communication, customer service and leadership skills
- Ability to organize, prioritize and support
- Understanding and ability to maintain strict confidentiality
- Proficient in Excel and Word and ability to utilize general office equipment in an efficient manner
- Holds a current First Aid/CPR card or willing to obtain by hire date
- Holds a current valid Class B driver license or ability to obtain
- Holds a current valid School Bus Driver certificate or ability to obtain
- Holds certification as a FA/CPR instructor and CORE Training instructor or ability to obtain certifications

A COMPLETED APPLICATION FILE WILL INCLUDE:

- Completed District Application form
- Copy of Oregon Commercial Driver's License with Bus Driver Certificate or intent to obtain
- Copy of Current First Aid Card or intent to obtain
- Resume
- (3) supportive letters of reference

Send Application Materials to:

Grant School District No 3
Jana Young, Human Resource
401 N Canyon City Blvd
Canyon City, OR 97820
Phone: 541-575-1280

Email contact: youngj@grantesd.org

APPLICATION DEADLINE: Open until filled

COMPENSATION: Salary range for 2024-25 school year \$59,612 to \$65,800, with excellent benefit package

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Fingerprinting and criminal record checks are required by the Oregon Department of Education (ORS 584-36-062)