



**APPLICATIONS ARE INVITED FOR THE POSITION OF  
OPERATIONS OFFICER, STUDENT TRANSPORTATION SERVICES  
STUDENT TRANSPORTATION GROUP  
Non-Union Level 10: \$61,240 - \$76,549**

**THIS IS A TEMPORARY CONTRACT ASSIGNMENT UNTIL JULY 15, 2022**

**Our Vision**

*At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.*

**CRITERIA FOR AN INTERVIEW:**

- Two (2) year College Diploma in Business Administration, Planning, Transportation, or related discipline
- Minimum of one (1) year of related experience
- Ability to work well with computer applications/software
- Ability to demonstrate excellent problem solving techniques
- Excellent written, verbal and organizational skills
- Supervisory experience and excellent interpersonal skills required
- Ability to work under pressure

**MAJOR DUTIES AND RESPONSIBILITIES:**

Reporting to and under the direction of Manager of Student Transportation Services, the primary purpose of this position is to assist in the administration of the Board's transportation policy and procedure as assigned. Duties and responsibilities include but are not limited to the following:

- Assist the Manager of Student Transportation Services in the administration of the Board's transportation policy
- Ascertain vehicle availability from bus operators
- Assist in the development of transportation routes and determine vehicle requirements
- Investigate new development (subdivision, school) to determine stop location and vehicle accessibility
- Prepare written correspondence to the bus operators, school personnel, municipal authorities and the public, as required
- Administer the daily departmental route planning activities required to operate an effective and efficient transportation system.
- Assist in the preparation of an annual pupil transportation budget

- Investigate problems and complaints from schools and parents
- Maintain departmental information system - monitor transportation requirements and data
- Provide training to staff and outside personnel in the use of the computerized transportation system(s)
- Assist the Manager— Student Transportation Services in analyzing and providing statistical information .
- Maintain the computerized transportation system manual
- Provide supervision of Planning Technicians
- Perform any other duties as assigned or required

#### **Diversity and Inclusion**

*Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.*

#### **Barrier-Free Recruitment and Selection**

*TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.*

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, no later than **Tuesday, January 18, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

[https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB\\_POSTING\\_ID=d27f85da-131c-4d07-9d7c-ebd9b57288b9](https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=d27f85da-131c-4d07-9d7c-ebd9b57288b9)

**We thank all applicants, however, only those selected for further consideration will be contacted.**

*Please note, candidates selected for an interview will be required to provide original applicable education documents.*

*The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.*