

**Hewlett-Woodmere Public Schools
Woodmere, New York**

BUS DISPATCHER

(Civil Service Position)

Public school district located on Long Island boarding Queens
seeks a full-time BUS DISPATCHER
School district only uses contracted transportation (owns no buses)

- DUTIES:**
- Plan school bus routes and schedules
 - Works with parents, bus companies and staff to address transportation issues
 - Address compliance and reporting

Nassau County Civil Service position (no residency requirement)

- NYS retirement system and full-benefits
- Vacation and holidays
- Hours 7:00 am—4:00 pm

- QUALIFICATIONS:**
- High school diploma
 - Two years experience as a school bus driver
- Or
- Two years experience dispatching

WILL TRAIN QUALIFIED INDIVIDUAL

Send a resume and cover letter no later than August 8, 2018 to:

**Dr. Edward M. Fale
Interim Executive Director of Human Resources
Hewlett-Woodmere Public Schools
1 Johnson Place
Woodmere, NY 11598**

Fax: (516) 374-8104