



THE MISSISSIPPI SCHOOL FOR
MATHEMATICS & SCIENCE

1100 College Street MUW-1627, Columbus, MS 39701

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PLEASE POST

SEPTEMBER 1, 2017

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**ANNOUNCEMENT OF VACANCY
TRANSPORTATION ASSISTANT**

The Mississippi School for Mathematics and Science, one of the top high schools in America, is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi.

The Transportation Assistant's primary responsibility is to ensure the health, safety, and welfare of the students, staff, and volunteers during bus transportation to and from assigned locations. It is the role of the Transportation Assistant to guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient routes; and maintain all transportation records. This position requires flexibility; each week will be different based on the driving assignments. Some nights and weekends will be required. This person will develop a weekly transportation schedule and submit it to the Director for Students Affairs. Other duties may be assigned as needed.

MINIMUM REQUIREMENTS

1. High School diploma or equivalent
2. Valid Class B Driver's License with Passenger and School Bus endorsements
3. Valid Mississippi School Bus Driver Certificate issued by the Mississippi Department of Education Division of Pupil Transportation
4. Medical certification confirming that the driver is physically qualified to perform the work of a school bus driver
5. Successful completion of pre-employment drug and alcohol test
6. Certification in First Aid and CPR for all age groups transported.
7. Clear criminal background check and child abuse registry check

POSITION DETAILS

1. Salary: \$17,000.
2. Ten-month position with opportunity to drive overnight trips, making a flat rate for each trip.
3. Mississippi state insurance and retirement benefits are provided.
4. Desired start date is on or before October 1, 2017.
5. Applicants must be age twenty-one or older.

Applications will be accepted until the position is filled. All applications will be acknowledged but only selected candidates will be interviewed. Application review will begin **September 15, 2017**. Application materials (**Staff Employment Application**) are available for download from <http://www.themsms.org> or by contacting:

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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.

An Opportunity for Excellence