

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****TRANSPORTATION LIAISON****JOB GOALS**

To oversee specific supplemental transportation routes including fielding calls from parents and working with necessary personnel to resolve issues that may arise.

**QUALIFICATIONS**

1. High School diploma.
2. Familiarity with district's transportation software, procedures and policies.
3. General knowledge of rural areas.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Create transportation routes as assigned.
2. Maintain records of assigned routes.
3. Record and resolve issues that may arise.
4. Communicate relevant information to pertinent parties.
5. Perform other duties as may be assigned.

**ESSENTIAL SKILLS/ABILITIES**

1. High integrity and ethical standards.
2. Excellent verbal and written communication skills.
3. Demonstrated ability to pay attention to detail.
4. Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
5. Creative analytical and problem-solving skills.
6. Ability to effectively manage time while being responsive to changing priorities.
7. Prolonged periods sitting at a desk and working on a computer.
8. Proficiency with technology resources.

**REPORTS TO**

School Business Administrator.

**TERMS OF EMPLOYMENT**

Set by Board of Education.

**EVALUATION**

By School Business Administrator.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **May 25, 2022**