



## EMPLOYMENT OPPORTUNITY

### Bussing Supervisor

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**Department: Education**

**Posting Date: Friday, March 4, 2025**

**Location: Nipissing First Nation, ON**

**Schedule: Standard Work Week/35hrs**

**Job type: Permanent – Full Time**

**Vacancies: 1**

**New or Existing Position: Existing**

**Reports To: Director of Education**

**Starting Salary: \$49,922.60**

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#### What you'll do in the role

- Must maintain professionalism and courtesy with everyone who enters the office or when investigating or reporting an incident.
- Will work with student information and bus routing software daily.
- Communication with:
  - Parents and school staff (secretaries or principals) use phone, email, and social media regarding route cancellation, delays
  - with drivers while transporting students to and from school and informing them of route changes, cancellations, transfers, and route mergers.
  - Public Works regarding needed repairs and maintenance schedules of fleet vehicles.
  - The Director of Education regarding operational concerns relating to mechanical issues, employee conduct, and rider misconduct.
- Maintain fleet vehicle records
  - Maintenance, repair, and safety inspection.
  - Routes and Student assignments.
  - Insurance and Registration.
  - CVOR Documentation, MTO Inspection and compliance.
  - Vehicle Replacement Schedules and Costs
- Must maintain high levels of confidentiality when it comes to student information.
  - Addresses, emergency contact, medical, special needs, school registration, route assignments, incident reports.
  - Register and communicate with the consortium regarding student transfer between jurisdictions.
  - Ensuring routes are created, maintained and updated as needed for students' daily transportation.
  - Ensuring students are on the proper bus that meets their transportation needs and arranging all good reporting to bus drivers regarding student needs
- Maintain Driver:
  - Compliance with training and licensing requirements.
  - Work records and timecard for compensation.

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- Advocate that budgets are set and available to meet the needs of the school year's demands.
- Booking charters during off-peak hours with the priority to regular student transportation times.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself on providing its employees with job security, competitive wages, and a safe working environment.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.
- On-the-job training to support your success in the role.
- Casual dress

#### **What you bring to the table**

- Show respect for indigenous culture and willingness to learn Ojibwe.
- Must have a diploma in Office or Business Administration or related field or have 3-5 years of relevant work experience
- Strong time and task management skills with the ability to prioritize tasks effectively and meet deadlines.
- Demonstrated ability to plan and organize work efficiently to achieve goals.
- High level of precision and attention to detail in completing tasks.
- Ability to perform well under pressure and manage competing priorities in a fast-paced environment.
- Excellent communication skills, both verbal and written.
- Ability to work independently with minimal supervision.
- Strong problem-solving and decision-making abilities.
- Dependable and punctual with a strong work ethic.
- Ability to collaborate effectively as part of a team.
- Comfortable adapting to change and learning new tasks quickly.
- Basic computer skills and familiarity with standard office software (e.g., Microsoft Office, Google Workspace).
- Strong interpersonal skills and a professional attitude.
- Ability to maintain confidentiality and demonstrate discretion when handling sensitive information.
- Willingness to take initiative and show a proactive approach to work.



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#### **APPLICATION DEADLINES:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing April 18, 2025 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing April 25, 2025 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing May 2, 2025 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until it is filled.

*If you are excited by this opportunity and want to be part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30 p.m. on the above application deadline.*

#### **Are you a member of NFN? If so, please read below:**

- ✓ Nipissing First Nation supports their members' training and growth and strongly encourages them to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

**Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.**