



2520 W.W. Thorne Blvd.
Houston, TX 77073

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October 14, 2024

We are accepting applications for the position of Assistant Director of Transportation. All applicants must follow one of the following processes:

Process for Out of District Applicants: Out of district applicants are required to complete an on-line application. All requested documents as indicated in the posting must be uploaded to the application.

Process for District Employees: District employees must complete an online administrative application in Frontline. If an employee does not already have an application in Frontline, they will need to create a new user ID and password to apply for the specific position.

Applicants for this position must have the following qualifications and experience:

- Bachelor's degree from an accredited college or university; **OR** High School Diploma/GED with minimum four (4) years of public education experience, preferably in student transportation
- Clear and valid Texas Commercial Driver's License with Passenger (P) and School Bus (S) endorsements, or the ability to obtain a clear and valid Texas Commercial Driver's License with Passenger (P) and School Bus (S) endorsements within 90 days of employment
- Minimum three (3) years of management/supervisory experience preferred

To be considered for this position, interested applicants must upload the following documents to their employment application:

- 1) Letter of interest
- 2) Official transcript
- 3) Current resume

NO APPLICATIONS WILL BE CONSIDERED WITHOUT REQUESTED DOCUMENTS.

Should you have any questions in regards to this position please contact, German Enamorado, Executive Director of Transportation at 281-985-7816.

Sincerely,

A handwritten signature in black ink that reads 'Marcia Herrera'.

Marcia Herrera
Chief Human Resources Officer