



## EMPLOYMENT OPPORTUNITY

**Position Title:** Transportation Supervisor  
**Location:** Siksika Board of Education  
**Employment Type:** Full-Time Permanent  
**Salary:** Based on Siksika Board of Education Salary Grid

**About the Role**

The Transportation Supervisor is a key operational leader within the Siksika Board of Education (SBE). This position is responsible for ensuring safe, reliable, and efficient transportation of students within and beyond the Siksika Nation. The Supervisor provides leadership and oversight in operational planning, community engagement, and service delivery. With foundational systems and relationships already in place, this role welcomes a leader who can bring fresh perspective, strengthen existing practices, and guide the department into its next phase of growth.

**What You'll Do**

- Build on existing transportation policies and practices, identifying areas for refinement and innovation
- Serve as a visible and trusted leader within the Nation, fostering strong relationships with families, schools, and community partners
- Provide oversight and guidance for daily transportation operations, with support from experienced staff
- Lead daily transportation operations, including early-morning dispatch, troubleshooting, and route adjustments
- Support coordination of School trip logistics and route adjustments, with a focus on efficiency and student safety
- Approve timesheets, verify invoices, and maintain accurate records of fleet and driver activity
- Partner with HR to improve onboarding, modified work, and incident response processes
- Work closely with the Transportation Assistant and Office Support staff to manage routing, field trips and contractor coordination
- Ensure timely communication and support for staffing managing AP's, fuel subsidies, and contractor paperwork
- Provide leadership and stability in high-pressure environments, especially during peak scheduling periods and school-wide events

**What You Bring**

- High School Diploma or equivalent (post-secondary in logistics or transportation is an asset)
- 3+ years of experience in transportation or fleet management
- Knowledge of Alberta Transportation Regulations and CVIP requirements
- Proficiency in Microsoft Office or Google Workspace
- Valid Class 2 license with "S" endorsement preferred, or willingness to obtain
- Strong leadership, communication, and organizational skills
- Cultural awareness and a commitment to community-based service

**Working Conditions**

This is a full-time permanent position based at the Siksika Board of Education. Work hours may include early mornings and occasional evenings to support operational needs. Travel within the Nation and to off-reserve schools may be required.

**How to Apply**

Please send your resume by email and include **"Transportation Supervisor"** in the subject line.  
Email: [workwithus@siksikaboardofeducation.com](mailto:workwithus@siksikaboardofeducation.com) We kindly ask that all questions be directed by email. We're not able to respond to phone inquiries at this time.

**Application Deadline: Until position is filled**

SBE is guided by our Siksika values. Decisions and actions will demonstrate these values. Our values create long-term benefits for Siksika Nation and the students we serve.