



NEW:  
10/16/2018

JOB TITLE:	EARLY CHILDHOOD TRANSPORTATION COORDINATOR
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 3
WORK YEAR:	230 DAYS
FLSA STATUS:	NON-EXEMPT/EXEMPT
JOB CLASS CODE:	8763
BARGAINING UNIT:	CLAJ/CLAP

#### SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of early childhood student transportation. Requirements include all District programs which qualify early childhood students for transportation.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in coordinating all aspects of early childhood pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis

Maintains compliance with Federal and State regulations and District policies and procedures, including all aspects of payroll, reports and Commercial Drivers License

Coordinates with transportation department early childhood routes

Provides effective communication with parents, students, community organizations, and District personnel related to preschool transportation needs

Performs other duties as assigned by the Early Childhood Operations Services Specialist

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires bending, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Two (2) years experience in pupil transportation activities

Valid driver's license

Effective written and verbal communication skills

Ability to develop and utilize computer data for transportation

#### DESIRABLE QUALIFICATIONS

Knowledge of all school system policies and procedures

Knowledge of Federal and State Pupil Transportation guidelines

#### Footnote

Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum