



NEW:
07/01/2012

JOB TITLE:	AREA COORDINATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8780
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates all aspects of pupil transportation in an assigned geographical area of the school district. Requirements include all District programs which qualify students for transportation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis.

Develops, implements, and updates District school bus route system.

Assigns, supervises and evaluates regular and substitute employees in the area assigned to ensure all scheduled bus routes are completed daily.

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

Oversees daily compound operations and coordinates with compound staff in proficient use of District computer programs.

Evaluates and makes recommendations to assist with districtwide decision-making concerning school closure and early dismissal due to inclement weather and other emergencies.

Coordinates scheduling of school bus fleet for maintenance to ensure safe transportation for District students.

Provides effective communication with parents, students, community organizations, news media and District personnel.

Performs other duties as assigned by the Manager Operations.

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 light 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.

Three (3) 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

