



REVISED:
10/16/2018

JOB TITLE:	ASSISTANT AREA COORDINATOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8782
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating 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

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

Assists in developing, implementing and updating district school bus route system

Assists in assigning and supervising 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 Driver's License

Assists in overseeing daily compound operations and proficient use of district computer services

Assists supervisor in coordinating the 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 supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. 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