



NEW: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	ASSISTANT TRANSPORTATION DATA
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	7906
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Plan and implement transportation for JCPS special student populations including but not limited to special needs transportation and serve as a liaison between the specified division and the transportation department. Maintain accurate data pertaining to the student's transportation needs according to requirements.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Receives, process requests and resolve needs for special population transportation according to district requirements

Communicates with families, schools and bus compounds verifying contact information as well as transportation address is accurate

Compiles and input data to maintain compliance with local, state and federal requirements

Notifies bus compounds, schools, families of transportation method for students as assigned by the division

Point of contact with outside agencies hired by JCPS to transport special populations as assigned by the division

Researches and establishes transportation for special student populations participating in after school programs and summer programs

Collaborates with division leadership in coordinating transportation for students

Assists in compiling transportation reports on an as needed basis

Maintains record of transportation requirements pertaining to student's safety according to district requirements

Completes all training and other compliance requirements as assigned by the designated deadline

Coordinates, plan, and secure facility agreements to ensure adequate space for project, program or activity

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

This work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, and reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

High School diploma or higher

Effective technology platform integration

Ability to work cooperatively with others

Knowledge of local, state, and federal transportation guidelines

Three (3) years experience involving record keeping and computer usage

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in special population transportation

Experience in a diverse workplace