



NEW: 01/24/2024
Submitted: 01/23/2024

JOB TITLE:	ASSISTANT DIRECTOR ROUTING AND SPECIAL POPULATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates districtwide routing efforts; develops long-term plan for routing and identifies additional opportunities for implementation, efficiency and cost-savings. Responsible for developing and efficiently implementing an effective routing system for the District's student transportation plan to safely transport students who qualify for school bus transportation. Supervises and manages transportation routing services. Responsible for development of efficient transportation routing and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, generates, and coordinates all routing aspects of transportation services

Develops, monitors, and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Collaborates with Executive Administrator of Transportation and Chief Operations Officer to assess the District's transportation needs; executes the District's long range transportation services plan; establishes specific and relevant goals to improve services; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness

Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process

Supervises and provides leadership, direction, and oversight of assigned staff, ensuring professionalism and commitment to customer service

Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs

Responsible for reports, projections, and planning in all aspects of transportation routing services

Continuously reviews demands for adding/removing routes, determines potential gains from re-routing and safely implements changes

Establishes and oversees efficiency services and safety targets for routes and driver

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience in the analysis and management of highly technical geographic data

Four (4) years of experience in public transportation activities, supply chain or logistics

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Successful experience in applying Geographic Information System data to routing uses

Process improvement background and training

Knowledge of federal, state and District Pupil Transportation guidelines

Experience in a diverse workplace

Geographic Information System (GIS) Certificate

Footnote