JOB TITLE:	SPECIALIST TRANSPORTATION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8292
BARGAINING UNIT:	CLAP

REVISED: 07/17/2019

Submitted: 07/16/2019

SCOPE OF RESPONSIBILITIES
Manages and coordinates District transportation objectives for all students identified as transported by pupil attendance records. Supervises and manages transportation services. Provides communication with parents, community representatives and general public.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Manages and supervises the day-to-day operations of pupil transportation services
Approves transportation routes and bus stops in cooperation with school staffs and Area Coordinators
Responsible for the administration and supervision of all aspects of assigned area compound operations
Resolves transportation issues with parents, public, and District administrators
Provides effective communication with parents, students, community organizations, news media and District personnel
Manages, supervises and evaluates assigned staff
Prepares budget proposals and monitors expenditures
Responsible for reports, projections, and planning in all aspects of transportation services
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
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 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 of supervisory experience in pupil transportation
Three (3) years of experience in public transportation bus routing
Demonstrated ability in working with school staffs and the public
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's degree
Knowledge of school system policies and procedures

Knowledge of federal, state and District Pupil Transportation regulations and guidelines
Experience in a diverse workplace