

SCHOOL DISTRICT OF ALAUCHA COUNTY

DIRECTOR -- TRANSPORTATION

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
CONTRACT CODE:	05	PAY GRADE:	05
		SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution; and
- (2) Minimum of five (5) years successful administrative experience, transportation experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws, Board policies, and procedures relating to the transportation of public school students. Skills and abilities to communicate and work effectively with the general public, news media, students, parents, District staff. Ability to direct work of personnel in a manner conducive to efficiency and high morale. Thorough knowledge of fleet management and modern transportation technologies and practices.

REPORTS TO:

Superintendent, Assistant -- Planning, Budgeting and Systems Accountability

JOB GOAL

To provide effective leadership and coordination for a safe, efficient, and economical transportation system for all eligible public school students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop and implement a district-wide transportation program to meet requirements of the daily instructional program and extracurricular activities.
- *(2) Project needs for additional or replacement buses.
- *(3) Plan in-service training programs for school bus drivers.
- *(4) Maintain a preventive maintenance schedule for school buses and other automotive vehicles within the Transportation Department and in the District.
- *(5) Work closely with school personnel to schedule services and to solve operational and student discipline problems.
- *(6) Supervise the preparation of records and reports.
- *(7) Represent the Transportation Department in recommendations for policies and procedures to improve the economy, efficiency, and quality of operations and services.
- *(8) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.

DIRECTOR -- TRANSPORTATION (Continued)

- * (9) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (10) Develop or assist in developing the department budget and monitor its implementation as required.
- * (11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (12) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (14) Be knowledgeable of and adhere to Board policies.
- * (15) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (16) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (18) Monitor district compliance with applicable codes, rules and statutes.
- * (19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (21) Assist in the preparation and administration of the District and divisional budget.
- * (22) Participate in the development of policies and procedures.
- * (23) Attend meetings and conferences to promote professional growth and benefit the District.
- * (24) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (25) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (26) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (27) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Model and maintain high ethical standards.
- * (30) Plan, implement and evaluate staff development activities of assigned personnel.
- * (31) Adhere to applicable safety standards.
- * (32) Follow attendance, punctuality and proper dress rules.
- * (33) Maintain confidentiality regarding school/workplace matters.
- * (34) Serve on school/district committees as required or appropriate.
- (35) Perform other duties as assigned.

**Essential Performance Responsibilities*

DIRECTOR -- TRANSPORTATION (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10