

# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Director of Transportation		<b>Board Approved:</b> 4/15/03
<b>Position Level:</b> Administrative Salary Schedule/ 12 months	<b>FLSA Status:</b> Exempt	<b>Reports to Assistant Superintendent for School Support Services</b>

### GENERAL DESCRIPTION

To plan, organize and supervise the pupil transportation services. To provide safe and cost efficient services for our students.

### KEY RESPONSIBILITIES

To implement state board of education and district policies and administrative regulations concerning pupil transportation services.

To interview school bus drivers, attendants as well as other staff applicants and to train employees in the handling of buses, safety reports, district policies, state laws, rules for students and other matters pertaining to the safe operations of a school bus.

To schedule bus routes and schedules and to review them periodically in order to revise when changes are necessary.

To oversee the Department's EDULOG Program. To coordinate the implementation at school sites and provide for the training of all personnel in the use and development of the program.

To select and schedule field trips and to act as a liaison between the Department and school administrators and as a liaison between the District and parents for any issues concerning field trips.

To submit all reports and payroll forms necessary for the daily operations of the Transportation Department.

To submit all required state and federal paperwork, to oversee FTE as well as the OTETA Drug and Alcohol program.

To evaluate all Transportation Department employees.

To develop and administer a comprehensive public relations program for the Department.

To administer a recruiting program for critical need positions within the department.

Perform other duties as assigned by the Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Director of Transportation	<b>Reports to Assistant Superintendent for School Support Services</b>	<b>Position Level:</b> Administrative Salary Schedule
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelors Degree in Business Administration or Master's Degree in Administration/Supervision or Educational Leadership or Master of Education Degree with a Specialist Degree in Educational Leadership.
<i>Work Experience:</i>	Minimum of three years of public school experience with at least two years of experience in a supervisory capacity.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department/facility/school. Position duties may include responsibility for developing strategic plans for one or more facilities/schools.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is available to review established departmental, facility or school-wide objectives. Independent judgment is required to recommend departmental, facility or school-wide objectives, evaluate new approaches to problem solving and assess changing facts or conditions.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional disciplines and a working knowledge of related fields. Understands information in several unrelated professional disciplines. Valid. commercial driver's license with minimum class B rating within 90 days of employment.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.