



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Coordinator of Transportation		<b>Board Approved:</b> July 8, 2008
<b>Position Level:</b> Administrative Salary Schedule	<b>FLSA Status:</b> Exempt	<b>Reports to:</b> <b>Director of Transportation</b>
<b>May be assigned as:</b> 10-month, 11-month, or 12-month		

### GENERAL DESCRIPTION

To assist the Director of Transportation in the planning, organizing and supervision of pupil transportation services. To serve as a liaison between the Director and support personnel and to interact with school administrators in the scheduling and management of transportation services.

### KEY RESPONSIBILITIES

- To assist the Director in the implementation of State Board of Education and district policies and administrative regulations concerning pupil transportation services.
- To assist the Director in the interviewing of school bus drivers, attendants, as well as other staff applicants. To train employees in the handling of buses, safety, reports, district policies, state laws, rules for students and other matters pertaining to the safe operation of a school bus.
- To assist the Director in the preparation of all bus routes and schedules and to review them periodically in order to revise when changes are necessary.
- To assist the Director in overseeing the departments 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 assist the Director in the selection and scheduling of 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 assist the Director in the submission of all reports and payroll forms necessary for the daily operation of the Transportation Department.
- To assist the Director in the submission of all required state and federal paperwork, to oversee FTE as well as the OTETA drug and alcohol program.
- To assist the Director in the evaluation of all transportation department employees.
- To assist the Director in developing and administering a comprehensive public relations program for the department.
- To assist the Director in administering a recruiting program for critical need position within the department.
- Perform other duties as assigned by Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Coordinator of Transportation	<b>Reports to:</b> <b>Director of Transportation</b>	<b>Position Level:</b> Administrative Salary Schedule
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<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Bachelor's Degree or Master's Degree with certification in Educational Leadership or Administration and Supervision.
<i>Work Experience:</i>	Minimum three (3) years of public school experience with at least one (1) year in a supervisory capacity.
<i>Impact of Actions:</i>	Makes decision and final recommendations, which routinely affect the activities of an entire facility or school. Position duties include responsibility for developing strategic plans for one (1) or more facilities or schools.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision-Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans assigns and evaluates the work of subordinates for effective operations 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 expenditure, 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 discipline 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 frequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.