

**TIMS Coordinator**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Transportation**

**TITLE:** Support Associate VI

**QUALIFICATIONS:**

1. Associate's degree or equivalent experience and/or training.
2. Valid North Carolina driver's license and CDL/School Bus Driver's certificate.
3. Five years of experience in clerical/secretarial work; prior transportation background experience preferred.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To optimally design school bus routes and to analyze the impact on student composition and transportation in changing of school attendance lines; to assist administrators in analyzing various redistricting and bus routing alternatives.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Attend training sessions to learn the operation of all TIMS software modules.
3. Review all new road and subdivision from County Planning; provide cartographic information.
4. Gather student data from each school on a continuing basis.
5. Gather information on all bus routes including stop locations, assigned students, headcounts at bus stops, and bus times.
6. Provide student maps, student reports, and bus route maps to principals, bus drivers, and transportation and central office personnel as needed.
7. Work with central office administrators in analyzing alternative strategies, redistricting and bus routing. Utilize redistricting software to provide information to the school board and central office administrators.

8. Set up and maintain GPS monitoring system to make route and driving time more efficient.
9. Responsible for TD TIMS annual report, Workman's Compensation filing and reporting, Drug Testing roster, and prepare work orders.
10. Drive school buses in situations when substitute driver cannot be scheduled.
11. Create positive relationships with local school administration and parents of children who use transportation system.
12. Maintain current TIMS data to adhere to and comply with all guidelines and policies of the state and local BOE and DPI for use in preparing required forms and data analysis.
13. Perform related duties and responsibilities as requested by the Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 67

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Possesses strong computer skills, including Microsoft Office, Excel, and Access.
- Possesses supervisory skills.
- Demonstrates good analytical skills.
- Demonstrates communication skills.
- Ability to work with bus drivers, coordinators, principals, and central office administrators.
- Familiar with transportation, bus routes, and other aspects of school planning.
- Possesses organizational skills and self-motivating personality.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.