



A World-Class Community of Learners

JOB DESCRIPTION

JOB TITLE	CONTRACT REFERENCE
Assistant Transportation Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Community Education/Director of Finance and Operations	November 2020

JOB SUMMARY

The Assistant Transportation Coordinator shall assist in the planning, coordination, and guidance of transportation services of the district. The Assistant Transportation Coordinator will know and understand the annual transportation budget and assist in the preparing of state, local, and federal reports. The Assistant Transportation Coordinator will assist in the development, administration, and maintenance of the safety program for the district's transportation services.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Works collaboratively with the Transportation Coordinator to establish and administer bus routes, bus stops, regular daily transportation schedules, athletic/field trip schedules, and all other required transportation needs of the district.
2.	Works collaboratively with the Transportation Coordinator in determining the number of school bus routes needed, establishing appropriate routes and route combinations, assigning students to school bus stops, and revising school bus routes as student populations and programs change.
3.	Works collaboratively with the Transportation Coordinator to act as a liaison between the bus contractor and District with regards to bus discipline, safety, special needs issues, and bus driver training and route preparation.
4.	Works collaboratively with the Transportation Coordinator in gathering, preparing, and maintaining District transportation data for use in local, state, and federal reports.
5.	Works collaboratively with the Transportation Coordinator to review and submit monthly transportation invoices to assure accuracy before paying.
6.	Works collaboratively with the Transportation Coordinator to make recommendations on items that affect the Transportation and Safety budgets such as training, staffing, equipment, and supply needs.
7.	Works collaboratively with the Transportation Coordinator in coordinating contract development and requests for proposal for the district's contracted transportation services.

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8.	Works collaboratively with the Transportation Coordinator as the liaison with City, County, state, or federal agencies for emergency response programs.
9.	Other duties as assigned by the Director of Community Education and/or Director of Finance and Operations.

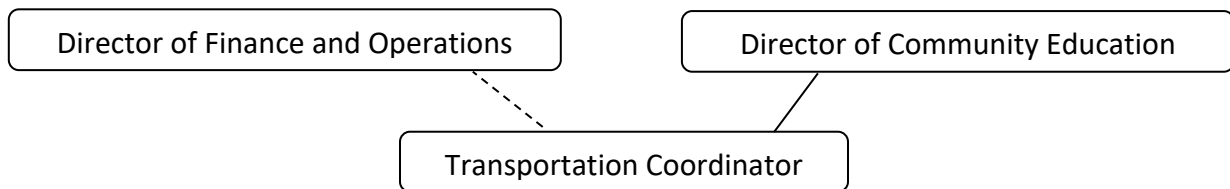
QUALIFICATIONS (Specific training or job experience required before appointment)

Required:

1. One to two years related field or equivalent practical background and experience. Excellent customer service skills and the ability to communicate effectively both orally and in writing.
2. Ability to understand and follow data privacy rules and regulations related to students and staff and maintain confidentiality.
3. Ability to demonstrate and sustain exemplary organizational skills.

Preferred:

1. AA Degree in facilities management.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.