

JOB DESCRIPTION

Park Hill School District

Purpose Statement

The purpose of the Transportation Coordinator is to: (1) serve as a liaison between administrators, teachers, parents, patrons, and the district's transportation provider; (2) develop and manage the annual district transportation budget, including state revenue and expenditures; (3) assist the district's transportation provider with the development and implementation of school bus routes; and (4) provide first level support for all student transportation matters.

This job reports to the Director of Operations.

Essential Functions

District Liaison/Communication

- Acts as liaison between district and transportation provider for the purpose of providing support and information to district administrators, teachers, parents, patrons.
 - Answers questions via phone and email from administrators, teachers, parents, and patrons for the purpose of addressing student transportation issues.
 - Displays an ability to handle high volume email and telephone contact with administrators, teachers, parents, and patrons for the purpose of attending to questions and issues in a timely manner.
- Attends meetings, evening events, training sessions, or other activities as needed for the purpose of professional development and providing support to schools and families concerning transportation needs.
- Communicates clearly and calmly for the purpose of resolving challenging situations in a professional manner using excellent customer service skills.
- Develops and deploys systems that enhance the customer experience and ensures safe, reliable bus service for students.
- Develops effective relationships with Missouri Department of Elementary and Secondary Education staff and implement state-level practices as described in the Transportation Administrator's Handbook.
- Participates in meetings and online trainings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Regularly evaluates and formulates Board student transportation policy and parent/student handbooks for compliance with state law and best practice.
- Uses excellent verbal and written communication skills consistently for the purpose of communication in a clear, concise, and professional manner.

Budget/Finance

- Audits eligible and ineligible mileage reports provided by the transportation provider that serve as the basis of monthly invoices and district expenditures.

- Deploys strategies for cost reductions, cost avoidances and revenue generation within the student transportation budget for the purpose of responsible fiscal management.
- Develops and manages the annual district transportation budget, including state revenue and expenditures for the purpose of ensuring fiscally responsible operations.
- Processes student transportation invoices in a timely and efficient manner for the purpose of ensuring proper fiscal reimbursement.

Efficient and Safe Bus Routes and Bus Stops

- Assists with establishing and monitoring bus routes, including special programs; adjusts routes as necessary during the school year; communicates all bus activities for the purpose of ensuring consistent transportation service throughout the school year.
- Investigate alternative methods of student transportation for the purpose of providing service to specific populations of students.
- Provides input to the district and transportation team for the purpose of ensuring safety of daily routes during inclement weather.
- Provides required documentation on bus routes and eligible miles to the Board of Education and Department of Secondary and Elementary Education for the purpose of compliance with local and state regulations.
- Works with transportation provider for the purpose of ensuring safe bus stops within parameters established by the Board of Education, the District, the student transportation provider, and the Director of Operations.

Management of Data & Data Systems

- Compiles appropriate and applicable data using a variety of methods for the purpose of making decisions that are logical and appropriate.
- Distributes documents (e.g. new student information, new/change forms, bus route information, etc.) for the purpose of providing information and answering questions.
- Establishes, deploys and documents processes for effective data exchange between district and transportation provider information systems.
- Maintains a variety of information (e.g. provider contracts, bus incident reports, trip forms, accident/injury forms, files, records, etc.) for the purpose of providing an up-to-date reference.
- Maintains confidentiality of student information and all matters relating to privileged and sensitive material for the purpose of complying with applicable laws and policies.
- Prepares written materials (e.g. reports, memos, letters, student IDs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Supports assigned administrators (e.g. preparing special reports, etc.) for the purpose of providing information from which to make operational decisions.
- Utilizes a variety of computer software programs for the purpose of obtaining information, updating information accurately, and communicating accurate information to administrators, teachers, parents, and patrons on transportation issues.

Other Functions

- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform math, including calculations using fractions/percent/ratio; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to the job functions; concepts of grammar and punctuation; accounting/bookkeeping principles; business telephone etiquette; codes/laws/rules/regulations/policies; and office application software.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; working with detailed information/data; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some

stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

<u>Required Testing</u> Job-Related Skills Proficiency Test	<u>Clearances</u> Criminal Justice Fingerprint/Background Clearance
<u>FLSA Status</u> Exempt	