

JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

7.10

Job Title: **Special Needs Supervisor/Dispatcher**

Credentials: Class "B" C.D.L. with PASSENGER and Air Brake Endorsements. State School bus driving certificate. Must obtain certification within two (2) months of hire date.

Education: High School, GED or equivalent experience is required in lieu of High School Degree.

**Training or
Experience**

Required: Previous student Transportation Supervisory experience desired.

Special Skills:

1. Communication Skills (oral, written, or business): Basic communication skills to exchange information give/receive instruction and respond to inquiries. Includes filling out forms, knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, makes presentations or provide in-service training.
2. Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.
3. Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.
4. Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, maps, plans, contracts, and regulations.
5. Must have an acceptable Motor Vehicle Driving Record and pass any test that is job related and required by the district.
6. Business Machines (like computers, copiers, etc.): Uses business machines that can be learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers (prior experience

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necessary to operate district's computerized transportation management program).

7. Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system
8. Must be able to organize work; make managerial decisions; must be able to establish effective, positive public relation with parents, school administrators, and employees.

Site: Transportation

Reports To: Director of Transportation

Job Goal: Performs supervisory and some administrative level duties under limited supervision to assist Director in administering the school district's transportation system to provide optimum safety, service, and efficiency. To prepare and train bus drivers and assistants; to provide in-service training; and act as a liaison between parents and Transportation Department.

An incumbent in this position develops policies and procedures. Due to the level of position, the incumbent is required to use discretion, ingenuity and independent judgment in resolving problems and administering the Transportation program.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information request from the public interpreting and translating facts and information, explaining situations and concerns and advising them of alternative courses of action. Must be able to handle complaints and deal with parents and callers. Must use tact and diplomacy, independent judgment, and problem solving. Makes formal presentation; interprets policies and procedures based on experience; provides counseling or mediation techniques as appropriate.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to handle caller, parent, and other parties. It requires developing proper safety guidelines and policies and making sure subordinates follow these policies. It requires maintaining proper school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are critical to handle discipline, grievances, and to motivate a large staff of employees.