

TITLE OF POSITION: Router & Support Specialist
CLASSIFICATION: Transportation
LOCATION: Transportation
SUPERVISOR: Director of Transportation
SALARY RANGE: Placement on the Classified Salary Scale

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Follows and maintains knowledge of all District policies and procedures.
2. Performs technical and complex duties requiring independent judgment and an understanding of departmental functions and procedures.
3. Develops and monitors bus routes for safety and efficiency.
4. Assists with map editing and maintaining student data in District computerized routing software.
5. Assists with maintaining route books with current narratives and maps.
6. Receives telephone calls from parents and district staff. Operates a two-way radio system.
7. Interacts thoughtfully and courteously with students, staff, and parents.
8. Resolves problems, concerns, and conflicts in a professional and positive manner by providing information as appropriate and routing calls to other officials as necessary.
9. Handles emergencies in a calm, competent, and thorough manner.
10. Maintains confidentiality of information pertaining to the District and Transportation Department.
11. Assists in gathering information as needed for the Transportation Supervisor.
12. Composes forms, databases and spreadsheets as necessary.
13. Prepares Departmental reports by gathering and summarizing information from a variety of sources.
14. Fills in as a bus driver/bus aide as needed.
15. Attends work regularly and punctually.
16. Works flexible hours based upon routing, training, and department needs.
17. Performs other duties as required to accomplish the objectives for the position.
18. Performs other duties as assigned and as needed in support of the transportation department.

Each of the positions in the Transportation Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS/ABILITIES:

1. A high school education or the equivalent.
2. Must be a fully trained and licensed school bus driver, or ability to obtain.
3. Pupil Management training through Central Washington University preferred.
4. Must have a current Washington State Department of Transportation physical examination that meets the standards to drive a school bus.
5. Possess computer skills required for entry of transportation data, including proficiency with Excel. Ability to type and/or keyboard accurately at 40 wpm.
6. Possess demonstrated ability to work effectively under pressure.
7. Possess demonstrated aptitude or competence for assigned responsibilities.
8. Must be able to maintain good rapport with students, staff, and the public.
9. Must be available to work flexible hours.
10. Must be able to work in a team setting.
11. Preferred: Valid Washington State Bus Driver Trainer Certificate or willingness to obtain.

Testing to be used to determine knowledge of pertinent skills.

NOTE: Please furnish any information which would assist the school district in determining your qualifications for this position (updated / current resume).