

SCHOOL DISTRICT OF DESOTO COUNTY

DIRECTOR OF TRANSPORTATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's degree from an accredited educational institution and three (3) years' experience in a related field.
- or
- (2) High school diploma or equivalent and six (6) years' experience utilizing appropriate skills.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of board policy, state and federal laws and rules governing the operation of student transportation. Knowledge of audit requirements and standards. Ability to manage departmental budget and finances. Leadership and management skills. Ability to delegate work assignments. Ability to work independently and as part of a team. Ability to use current technology to maintain records and obtain data and information. Ability to communicate orally and in writing. Ability to communicate effectively with the business community, teachers, support staff, legislators, Department of Education staff and others.

REPORTS TO:

Deputy Superintendent or designee

JOB GOAL

To provide safe, efficient and professional transportation services for students.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Assist in the management and supervision of assigned program and staff.
- *(2) Maintain auditable records in the areas of responsibility.
- *(3) Supervise the reporting of transportation FTE surveys.
- *(4) Monitor the district Commercial Driver License Program.
- *(5) Assist with Exceptional Student Education (ESE) staffing.
- *(6) Assist with accident investigations and documentation.
- *(7) Assist with the coordination of bus routes and driver assignments.
- *(8) Work with administrators and bus drivers to ensure the maintenance of student discipline and student safety.

Inter/Intra-Agency Communication and Delivery

- *(9) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(10) Respond to inquiries and concerns in a timely manner.
- *(11) Keep supervisor informed of potential problems or unusual events.

DIRECTOR OF TRANSPORTATION (Continued)

- * (12) Serve on district, state or community councils or committees as assigned or appropriate.
- * (13) Provide oversight and direction for cooperative planning with other agencies.
- * (14) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

- * (15) Maintain a network of peer contacts through professional organizations.
- * (16) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (18) Participate in relevant workshops, conferences, and training activities.
- * (19) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (20) Schedule training and technical assistance as needed.
- * (21) Participate in state training programs and courses to increase the level of department services.

Systemic Functions

- * (22) Represent the district in a positive and professional manner.
- * (23) Prepare the annual department budget and monitor its implementation as required.
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (25) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (26) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (27) Conduct periodic studies for the purpose of improving the delivery of department services.
- * (28) Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

- * (29) Provide leadership and direction for assigned areas of responsibility.
- * (30) Assist in implementing the district's goals and strategic commitment.
- * (31) Set high standards and expectations and promote professional growth for self and others.
- * (32) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (33) Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
- * (34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (36) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

DIRECTOR OF TRANSPORTATION (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Administrative Range III, Administrative Range IV

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.