

Position: Director of Transportation (Stipend Position)

Job Summary: Responsible for organization, administration, and supervision of the District transportation system in accordance with state laws and District policies.

Qualifications/Minimum Requirements:

1. A bachelor's degree or a combination of education and experience is preferred.
2. Five years' experience in transportation supervision.
3. Experience with a start-up transportation operation is preferred.
4. Valid driver's license.
5. Experience with and knowledge of technology including, but not limited to, Microsoft Office and GPS tools.

Reports to: Superintendent

Responsibilities:

- Ability to effectively communicate with district administration, building principals, transportation staff, and building staff.
- Ability to execute defined work assignments.
- Ability to evaluate and solve problems in the absence of a supervisor.
- Possess interpersonal skills that enable professional and courteous interaction with students, staff, parents, and supervisors.
- Ability to recognize common safety and health hazards.
- Ability to stoop, bend, twist, lift, and move equipment and supplies, including lifting up to 50 pounds on occasion and 25 pounds repetitively.
- Provide input on the annual transportation budget and the safety and well-being of students who ride buses.
- Assist with the development of a list of students eligible for transportation.
- Approve and monitor safety for the assignment of bus stops, routing and scheduling.
- Collaborate with Superintendents/designees during inclement weather regarding school closing and student safety.
- Answer and respond to police calls after regular working hours.
- Provide recommendations for improvement of transportation services and efficiency.
- Perform other duties as assigned.

Benefits/Compensation: Annual stipend provided.