

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

STUDENT ASSIGNMENT SERVICES

4420 Director of Student
Assignment Services
and Transportation
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REVISED

JOB TITLE: Director of Student Assignment Services and Transportation

REPORTS TO: Superintendent or Cabinet Level designee

SUPERVISES: Transportation and Central Registration Staff

NATURE AND SCOPE OF JOB:

The Director of Student Assignment Services and Transportation is responsible for the day-to-day management of student assignment services functions and departments including, but not limited to student registration and transportation services information related to the outsourced contract for the management of student transportation services.

QUALIFICATIONS:

The Director of Student Assignment Services and Transportation shall:

1. Must hold a Bachelor's degree from an accredited college or university. Master's Degree is preferred. Applicants not meeting this requirement may substitute additional relevant work experience on a year-for-year basis. Experience in transportation and central registration is preferred.
2. Demonstrate excellent leadership and organizational skills – including, but not limited to, data management.
3. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates collaborative interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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7. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons' offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Director of Student Assignment Services and Transportation shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as negotiated.

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3. Conditions established by Laws and Codes of the State, and Policies, Rules and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Student Assignment Services and Transportation shall:

1. Manage the day-to-day operation of the district's centralized student registration center including the direct supervision of centralized student registration staff.
2. Manage the day to day operation of all student transportation services within the district as well as students transported outside the district to public and non-public providers.
3. Assure school district compliance with all Federal, state and local laws regarding student transportation services and student registration/assignment services; maintain appropriate documentation as required by law and ensure the timely and accurate submission of all forms and reports to senior management as required by law.
4. Maintain effective communications with students, staff, and parents to elicit support and to seek improvements of the central registration and transportation processes.
5. Demonstrate the ability to embrace diversity and provide ongoing customer service to the parents and the community in a highly professional manner.
6. Provide customer service training to central registration and transportation staff members as needed.
7. Oversee development and administration of necessary internal processes and data management to ensure accuracy and proper use of information as maintained in the district's student information and transportation systems.
8. Ensure completion of all required reports, and investigations of incidents and accidents in a timely manner.
9. Recommend and assign pupils/students as directed by district policies and/or district leadership.

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10. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the district.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
13. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent or Cabinet Level designee, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent or Cabinet Level designee shall evaluate the Director of Student Assignment Services and Transportation in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

7/25/17
Date