JOB DESCRIPTION
Campbell County School District
Transportation Supervisor

Job Summary

The Transportation Supervisor assumes responsibility for the Transportation Department for Campbell County Schools.

Qualifications

- Current valid educator license with endorsement in Administration and Supervision
- Minimum of a Master's Degree in education
- Teacher leadership experience
- Minimum of 5 years teaching experience
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities and adults
- Adaptability to perform a variety of tasks simultaneously.

Essential Duties

- Supervise all transportation employees
- Review applications, coordinate interviews, and select qualified applicants for open positions
- Responsible for implementing safe practices and procedures within department
- Supervise all transportation employees
- Assume responsibility for training all bus owners/drivers and substitute bus drivers
- Recommend bus routes, stops, and time schedules with each school principal
- Review maintenance of school busses
- Responsible for communication with the highway department
- Knowledgeable with all state and local policies concerning the school bus transportation program
- Meet strict deadlines
- Speak publicly, conduct telephone conversations, use electronic mail, write letters and memos, face-to-face discussions with individuals or groups
- Complete required annual and safety training
- Enter absence information timely
- Perform other duties as assigned by the Director of Schools

The job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Transportation Supervisor.

Name (Print) Signature Date