

TITLE**Supervisor – Transportation, Safety, and Facilities*****QUALIFICATIONS***

1. Valid Tennessee administrative license;
2. Verified administrative or supervisory experience in public schools; and
3. Experience working with supporting services of maintenance, transportation, etc.

JOB GOAL: To manage a wide variety of program components for the purpose of delivering services which conform to established regulations and to maintain facilities that operate at optimum levels of use.

ESSENTIAL FUNCTIONS*Transportation:*

1. Implement, and supervise a pupil transportation system which meets the needs of the entire school system in the safest, most efficient and most economical manner possible;
2. Determine the most appropriate routing and scheduling of school buses, make changes where and when needed. Monitor closely when students riding school buses are getting to school as well as when students are being picked up from the schools;
3. Conduct an annual evaluation of all bus routes as well as routinely verifies all bus routes and the mileage thereof
4. Comply with all state and federal rules and regulations in regard to transportation of students. Assume responsibility for the implementation of safety practices and procedures;
5. Recruit, instruct, and recommend for employment (full- or part-time for the system or contract owner, or to be placed on an available substitute list to be used as needed by bus contractors), drivers who have met all licensing requirements as well as met local and state requirements associated with the transporting of students;
6. Plan, arrange and/or conduct in-service staff development activities for transportation personnel;
7. Supervise the maintenance of school buses which meet all approved standards, and arranges to be present or readily available for all bus inspections;
8. Maintain proper license to serve as a substitute driver in any system-owned bus (not for a contract-bus owner) in an emergency situation;
9. Work with principals and others in regard to handling special requests for bus service;
10. Assist in the random drug-testing of drivers, as needed;
11. Maintain proper personnel files of transportation employees and other files in regard to the transportation department; and
12. Investigate all school bus accidents; complies, and assists bus driver and/or contractor, to promptly compile with all rules and regulations associated with a school bus accident.

Athletics

1. Monitor athletic programs and assigned coaches to ensure programs which comply with district, state (TSSAA), and federal requirements; and
2. Oversee County Wide Athletics

Safety

1. Ensure Save Act compliance;
2. Responsible for the district level safety plan; oversee school-level safety plans and
3. Work with supporting agencies to maintain safe and orderly schools.

Facilities

1. Develop long and short range plans/programs and annual budget requirements for the purpose of ensuring that the district's resources for student support are effectively utilized.
2. Develop and maintain fixed asset inventory including facilities and contents;
3. Assist maintenance director in scheduling equipment upgrades and replacements based on forecasted life expectancy;
4. Supervise and monitor all building and facility related projects and activities;
5. Collaborate with maintenance personnel and custodians to provide a system of maintenance and upkeep of facilities to include energy efficiency initiatives;
6. Ensure compliance with applicable federal, state, and local regulations and codes and school board policy;
7. Provide oversight of health and safety measures and issues involving buildings and grounds;
8. Assist building level administration in ensuring a safe school environment is maintained by reviewing crisis response plans and providing training, as needed;
9. Monitor security systems and safety procedures at all school sites by working with the School Resource Officers and building administration;
10. Oversee shipping and receiving; and
11. Perform other duties as deemed necessary by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good public speaking skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Prior curriculum and staff development experience.
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Will work in a typical school (and/or office) environment.

May need to work flexible hours at times, generally hours are from 8:00 am through 4:00 p.m. expected to be 200 work days of 8 hours) in the fiscal year beginning approximately September 1 for the remainder of the calendar year.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.