

Director of Transportation, Safety, and Facility Supports

Job Code: 72L

Responsible to: Superintendent/Designee (Asst. Supt. of Personnel)

Director of Transportation (DoT) Job Goal:

Organize, plan, direct and implement operations and activities involved in student transportation; communicate with parents, community representatives, local officials and the general public.

DoT Critical Skills/Expertise Required:

Knowledge of:

- Laws, rules, regulations and guidelines governing student transportation.
- Policies and procedures concerning time lines and routing of buses.
- Streets and distances involved in routing buses.
- Requirements of a variety of training programs.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Basic methods involving budget monitoring and control.

DoT Essential Job Functions:

Ability to:

- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively with those contacted in the course of work within and outside the District.
- Coordinate and disseminate information.
- Prepare and deliver presentations.

DoT Performance Responsibilities:

- Organize, plan, direct and implement operations and activities involved in student transportation to assure safe and effective transportation services.
- Plan and direct pre-service and in-service training of bus drivers in cooperation with staff development and safety/security units; provide leadership for development of vehicle safety program.
- Plan and approve transportation route and bus stop locations in cooperation with school principals and other school personnel involved.
- Interview driver applicants; recommend drivers for employment and dismissal.
- Train, assign, direct, review and evaluate work of assigned employees.
- Communicate with parents, community representatives, local officials and the general public; coordinate communications and information and promote positive relationships.

- Receive and resolve issues, concerns and complaints concerning student transportation services; direct to appropriate personnel and monitor resolution.
- Assist with budget preparation as required; monitor and control budget according to established guidelines.
- Prepare required reports and assure the preparation and maintenance of department records; prepare and deliver oral reports as required.
- Demonstrates loyalty and dedication to the purposes and goals of the Public Schools.
- Perform related duties as assigned.

Facility and Safety Supports

To support the superintendent/designee in the implementation and oversight of all facility needs as well as district school/student safety needs. Research best practices and assist in coordinating those measures that are within the needs and capabilities of the district to provide. Proactively implement ideas and strategies which may improve the functional, instructional and safety environment of all our school campuses. Assist with oversight of student safety programs, prevention, alternative learning needs, court/social service supports, and the general overall well-being of our students and their mental health.

Interpersonal Relationships:

- Demonstrates positive collaborative relationships with students
- Demonstrates positive collaborative relationships with staff
- Demonstrates positive collaborative relationships with other administrators
- Demonstrates positive collaborative relationships with parents/community

Professional Responsibilities:

- Is punctual in the performance of duties and receive and resolve issues, concerns and complaints
- Participates in professional development activities to continually upgrade skills
- Makes studies of new practices and techniques for improving the keeping of records
- Attends meetings and other school related programs as necessary and appropriate
- Follows the policies and procedures of the school district

Terms of Employment:

- Basic contract is for 240 days per year with the salary determined by the District Board approved salary schedule
- Extended employment or salary adjustments may be added by the Superintendent only

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel for administrators. Evaluation will be conducted by the Superintendent/designee.

- The Director of Transportation, Safety and Facility Supports will also perform any/all additional responsibilities/duties deemed necessary by the Superintendent in these or any other areas of district operations.

QUALIFICATIONS:

Experienced principal or similar administrative experience preferred for overall position and, in addition, Director of Transportation Portion Qualifications: Any combination equivalent to: college-level training in transportation or administrative certification for principal or superintendent. Four years of experience in transportation activities including at least one year in a lead or supervisory capacity such as school principal or other administrator role. Valid Kentucky driver's license.

My signature below indicates that I have been given a copy of my job description.

Signature

Date