



# NORTH EAST INDEPENDENT SCHOOL DISTRICT

## **SUPERVISOR, SPECIAL NEEDS - TRANSPORTATION**

**RESUME MUST BE SUBMITTED WITH APPLICATION**

CLOSE DATE: 07/28/2017

Location: Broadway Complex  
Work Schedule: 12 Months  
Work Type: Regular Full-Time  
Exempt: Yes  
Salary Range: \$ 46,274.34 - \$56,433.17

### **EDUCATION AND EXPERIENCE:**

Bachelors Degree from an accredited four-year college or university; or one year related experience and/or training; or equivalent combination of education and experience

### **CERTIFICATION:**

Texas Association of Pupil Transportation Certification (TAPT)  
Texas School Bus Driver Certification

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

### **PRIMARY PURPOSE SUMMARY:**

Manage/Supervise the daily operation of approximately seventy five to one hundred and twenty five regular education bus routes and various personnel resources at one of the three Department's terminals, ensuring resources are utilized for maximum productivity and cost effectiveness and insuring compliance with Federal, State and District Transportation policies and procedures.

### **ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:**

1. Provides leadership and management/supervision of school bus drivers, bus assistants and other administrative and operational personnel assigned to the respective assigned terminal.
2. Administers school bus discipline management program to include coordinating with parents, school campus staff and applicable Central Office departments.
3. Observes and evaluates the job performance of assigned personnel.
4. Monitors instruction of new bus drivers/assistants and evaluates the instructional process in coordination with the Training Office and Operations Manager.
5. Coordinates conflict resolutions through parent/driver/administrator conference.
6. Ensures school bus routes are operated in a safe and reliable manner in accordance with State and District policies in coordination with the Routing Office and Operations Manager.

7. Assists with interviewing prospective staff members and observes and evaluates the job performance of drivers, bus assistants and other assigned administrative and operational personnel.
8. Contributes to a positive relationship between the Transportation Department, schools and the community in resolving any student behavioral management, bus incidents and/or personnel issues/situations.
9. Assists in the investigation and reporting of accidents and other transportation problems.
10. Assists in the drug/alcohol testing programs as required in the Omnibus Transportation Employee Testing Act of 1991 and in compliance with 49 CFR, parts 40 and 382.
11. Provides supervision of loading and unloading areas at or near the school and provides on-going evaluation for safety of route pickup and drop off locations.
12. Provides supervision and coordination for special trips and events.
13. Provides instruction and updating to drivers on local pupil transportation policies and regulations through in-service programs.
14. Coordinates vehicle maintenance with Bus Maintenance Shop.
15. Ensures scheduled administrative activities do not interfere and/or conflict with the regular bus and terminal operations.
16. Oversees the operations of the terminal sites to ensure the safety and security of the buildings and vehicles.
17. Coordinates the transportation for the summer school program with the Operations Manager, campuses, parents and District staff members responsible for the various programs
18. Maintains confidentiality of information.
19. Frequently drives school buses and other District vehicles in the performance of assigned tasks.
20. Reports to work every day.
21. Performs additional duties and accepts other responsibilities as may be assigned.

**QUALIFICATION REQUIREMENTS:**

- Knowledge of the Individuals with Disabilities Education Act (IDEA), Section 504 and other federal and state statutes and regulations as they pertain to Transportation and all Public Law pertaining to its application to Transportation
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Valid Texas Commercial Drivers License with Passenger and School Bus Endorsement

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While all applications will be reviewed, not all applicants will be interviewed.  
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

**Please visit the following website to apply:**

**[http://www.neisd.net/HR/Applicants/Positions\\_Available.html](http://www.neisd.net/HR/Applicants/Positions_Available.html)**

**For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.**