

Cypress-Fairbanks Independent School District

Supervisor, Transportation Regular Education (1866)

JOB POSTING

Job Details

Posting ID 1866
Title Supervisor, Transportation Regular Education
Description OPEN TO CFISD EMPLOYEES ONLY

QUALIFICATIONS:

1. High school diploma or GED;
2. Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements;
3. Must be at least 18 years of age;
4. Ability to effectively direct, manage, and motivate personnel;
5. Ability to follow and give written and verbal instructions clearly and effectively;
6. Ability to read and comprehend documents, including district policies and department guidelines and procedures;
7. Proficient map reading skills;
8. Ability to use computerized routing system;
9. Ability to pass drug and alcohol tests and annual physical exam;
10. Ability to complete required bus driver safety training;
11. Ability to multi-task and demonstrate effective time management skills;
12. Effective organizational, communication, and interpersonal skills;
13. Ability to safely operate a school bus;
14. Ability to serve as a role model to the employees and students;
15. Ability to effectively manage student behavior and motivate students;
16. Two years of experience as a school bus driver.

TERMS OF EMPLOYMENT:

250 days

SALARY/PAYGRADE:

\$43,630. BA 1

Salary (based on verifiable job-related experience) as set by the Board of Trustees for the school year 2017-2018

ESSENTIAL FUNCTIONS:

1. Supervise all non-shop employees in the absence of the department Director and the Assistant Directors/Area Directors;
2. Assist the Director and the Assistant Directors/Area Directors in determining departmental structure and job descriptions by providing support and recommendations of employees;
3. Assist in the succession planning of key positions, including coordinating, evaluating, and approving departmental operations;
4. Coordinate, evaluate, and approve departmental operations;
5. Direct and manage bus drivers and attendants at assigned transportation center including mentoring, motivating, and assisting employees with customer service, on-time performance, student management, regular and professional communication with parents and campuses, and writing clear and concise reports in a timely manner;
6. Interview driver and attendant applicants, make recommendations for hire, and assist with the onboarding process as required;
7. Confirm transportation eligibility in compliance with federal rules, TEA, and CFISD board policy;
8. Process transportation requests for students and create appropriate student bus stop locations to safely serve the students;
9. Determine student safety requirements, submit work orders as necessary, and maintain records of assigned equipment;
10. Review, edit, and approve employee timesheets, trip sheets, and absences using the designated software;

- 11. Ensure district policy and departmental guidelines are understood, enforced, and evident through one-on-one meetings/coaching sessions, staff/center meetings, and in-service trainings;
- 12. Serve as a substitute driver, attendant or dispatcher as needed;
- 13. Respond to emergencies as needed;
- 14. Other duties as assigned by the Director of Transportation, an Assistant Director, the Area Director.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of bus drivers and attendants.

EQUIPMENT USED:

School bus, communication equipment, computer, standard office equipment.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Continual sitting, reaching, standing, and repetitive hand and arm motions. Work outdoors and indoors. Moderate exposure to noise, extreme temperatures, and vehicle fumes. Frequent prolonged and irregular work hours (some nights and weekends as required).

DEADLINE TO APPLY:

October 17, 2017 or until filled

Applications will be reviewed
Not all applicants will be interviewed

BECOME AN ADMINISTRATOR WITH CFISD:

<http://www.cfishd.net/en/job-seekers/career-opportunities/become-administrator/>

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$43,630.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Transportation
<i>External Job Application</i>	Supervisor, Regular Education	<i>Internal Job Application</i>	Supervisor, Regular Education
<i>Location</i>	TRANSPORTATION	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Supervisor Transportation, Regular		

Job Application Timeframes

<i>Internal Start Date</i>	10/03/2017	<i>General Start Date</i>	
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Fernando Zambrano	<i>Title</i>	Assistant Director, HR Transportation
<i>Location</i>	TRANSPORTATION	<i>Phone</i>	
<i>Email</i>	fernando.zambrano@cfisd.net		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrator - (Non-Campus) - Reference Form
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