



POSITION AVAILABLE

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POSTING DATE: 11/29/2017

CLOSE DATE: 12/13/2017

OPEN

VACANCY NUMBER: 00003276

LOCATION: Transportation

POSITION: Transportation Special Needs Coordinator

JOB QUALIFICATIONS: **Minimum Education/Certification:**

- Bachelor's degree or five years of work-related experience
- Special training in transportation management preferred
- Valid Texas Driver's License (Class B CDL/P and S endorsements)
- Certification of good health as required by the State of Texas, signed by a licensed physician
- Eligible for coverage under the District's vehicle insurance program

Special Knowledge/Skills:

- Effective communication and teaching skills in dealing with students, staff and public

- Ability to assist with the supervision and management of a large vehicle fleet operation
- Ability to use computer and software to develop route schedules, spreadsheets and databases
- Working knowledge of special needs requirements for transportation

JOB DESCRIPTION: **Primary Purpose:** Assist the Transportation Director in managing the District's transportation facilities so that each student, through safe and efficient transportation, may take full advantage of the complete range of curricular and extracurricular activities provided by the District.

DUTIES AND RESPONSIBILITIES: **Major Responsibilities and Duties**

Instructional Management

1. Assist in developing and administering a special needs transportation program to meet the requirements of the daily instructional program and extracurricular activities.

School/Organizational Climate

1. Work cooperatively with principals, Special Education department and drivers to promote team work and school bus safety education.
2. Provide two-way communication with director, staff, parents, and community.
3. Communicate and promote high expectations, recognize excellence and achievement, and encourage good attendance for safe driving.

School/Organizational Improvement

1. Assist in reviewing safety precautions, procedures, and recommendations relative to changes in the special needs transportation program.
2. Assist with developing recommendations for future transportation needs.

Personnel Management

1. Maintain driver records.

2. Assist with recruiting, interviewing, selecting, orienting, and training driver applicants and new staff.
3. Define expectations for staff performance regarding safe driving procedures.
4. Observe employee performance and conduct evaluations of staff and make recommendation for employment/dismissal.

Administration and Fiscal/Facilities Management

1. Comply with district policy, state, and federal laws/regulations affecting school transportation.
2. Facilitate effective and timely resolution of problems.
3. Develop and maintain records necessary for attainment of excellence in transportation.
4. Assist in the preparation and updating of bus routes for the District's schools.

Student Management

1. Develop and coordinate transportation for special population programs.
2. Assist with disciplinary problems relative to transportation.
3. Maintain confidentiality with regard to the special student population.

Professional Growth and Development

1. Attend professional growth activities/programs in order to keep abreast of operational and innovative techniques in transportation.
2. Perform other duties as assigned by the immediate supervisor and/or Superintendent.

School/Community Relations

1. Conduct conferences with parents, students, and principals concerning students.
2. Develop appropriate and effective techniques for meeting community needs for special populations.

3. Attend Admission, Review and Dismissals (ARDs) for special needs students when necessary.

Supervisory Responsibilities:

- Assist director in supervising and evaluating departmental personnel

REQUIRED EXPERIENCE:

Minimum Experience:

- Three years of experience working in a school district transportation department preferred

OTHER INFORMATION:

Working Conditions: Mental/Physical Demands/Environmental Factors: Ability to concentrate (detailed work), communicate effectively (verbal and written); interpret policy, procedures, and data; reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate district functions, compile, compute, instruct, and maintain emotional control under stress. Light Lifting and carrying (under 15 pounds), sitting, standing, walking, repetitive hand motions, hearing, speech, visual acuity, distinguishing colors, driving (commercial/operators), travel (frequent district-wide travel). Outside/inside, temperature extremes, humidity extremes, noise, low or intense illumination, vibration, microwaves, slippery surfaces, uneven surfaces, biological/chemical exposure, sunlight exposure, works around machinery with moving parts, frequent prolonged and irregular hours. Attendance at work is an essential function.

APPLY TO:

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

SALARY:

Pay Grade: 3 (\$260.09 - \$317.18 per day entry level)

FROM - TO -

GROUP / GRADE:

Wage/Hour Status: Exempt; Reports To: Director, Transportation; Date Revised: January 2015

DAYS: