
Routing Supervisor - Transportation(Job Id 9482)

Location: Broadway Complex

Post Date: 02/19/2018

Category: Operations/Auxiliary

Close Date: 03/01/2018

Employment Type: Employee

Description

RESUME MUST BE SUBMITTED WITH APPLICATION

Location: Broadway Complex

Work Schedule: 260 Days

Work Type: Regular Full-Time

Exempt: No

Pay Grade: O8

[Click here to view compensation information for Operations jobs](#)

EDUCATION AND EXPERIENCE:

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

Transfinder experience preferred

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:

Responsible for creating, informing, maintaining and modifying school bus route schedules for over 20,000 students operating from three (3) terminals. Maintains constant communication with school administrators and parents concerning bus route schedules.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Supervises School Bus Route Services for the Department of Transportation.
2. Develops, modifies and maintains currency of all regular, prekindergarten and bilingual bus routes in accordance with the rules and regulations of the Texas Education Agency (TEA)
3. Supervises the selection and scheduling of additional personnel assigned to Routing Services during the summer months as well as supervising and assigning duties to those personnel assigned permanently.
4. Supervises and assists with the preparation of all pupil transportation reports for regular, kindergarten and special education transportation as required by the Texas Education Agency (TEA) and finalizes reports for submission.
5. Answers all queries from District patrons and school personnel regarding bus eligibility for students as well as coordinating and distributing all bus information and schedules to District

schools.

6. Supervises and participates in studies and research of pupil transportation options during school boundary changes or new program implementations within the District.
7. Supervises and coordinates the scheduling of state directed student counts to determine average annual ridership.
8. Projects and determines the need for additional state routes or the use of additional buses.
9. Maintains a thorough knowledge of the transfinder automated system utilized by the Transportation Department and analyzes transfinder demographics pertaining to student enrollment and determines their impact on pupil transportation.
10. Supervises the maintenance and distribution of a District street directory to assist all schools with information regarding bus eligibility and boundary information.
11. Maintains a thorough knowledge of attendance area boundaries and the criteria for hazard busing and answers public inquiries regarding both on a daily basis.
12. Provides the District with graphic representation of school attendance area boundaries on all District maps as requested by Central Office.
13. Ensures required school bus service for alternative education, bilingual and early childhood programs.
14. Reports to work on time every day.
15. Maintains confidentiality of information.
16. Occasionally required to drive school bus and/or general purpose vehicle.
17. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination
- Conflict resolution skills
- Skills necessary to operate personal computer and be willing to learn various software programs
- 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
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Valid Texas Commercial Drivers License with Passenger/School Bus Endorsements

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