



POSITION AVAILABLE

By applying for this position, I acknowledge that I have read and understand the job description listed below.

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All applicants are required to submit an online application for consideration.

You must log in to apply for jobs.

POSTING DATE: 03/27/2018

CLOSE DATE: 04/10/2018

OPEN

POSTING NUMBER: 00013219

JOB TITLE: Assistant Director Transportation

LOCATION: South Transportation

PRIMARY PURPOSE: Supervise and evaluate the day-to-day activities and work output of all the employees assigned to a transportation center. Provide leadership and direction of all employees at a transportation center to effect safe and on time transport of students and KISD employees.

JOB QUALIFICATIONS: Bachelor's or Master's degree preferred or TAPT 'Official' Certification required
Five years of demonstrated leadership skills, including the ability (written and oral) to interview, counsel and communicate with other employees and patrons
Five years of management/supervisory experience in school transportation required
Must have or be able to obtain a valid commercial drivers license with a passenger and student endorsement
Must complete and pass the Texas School Bus Driver's Course, allied courses and examinations
Must be in a position to obtain the TAPT 'Official' certification if not already certified.

DUTIES AND RESPONSIBILITIES:

1. Responsible for the efficient day-to-day operation of a transportation center site to include drivers, mechanics, nursery workers, staff, vehicles and facilities.
2. Develop and improve on processes, procedures and techniques which will enhance the transportation operation to include safety and security measures.
3. Oversee and provide screening, hiring, training, and in-service activities for all site employees.
4. Oversee special transportation programs at the assigned center.

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED: Personal computer, typewriter, printer, copier, calculator, fax machine, digital camera and

cell phone.

**WORKING
CONDITIONS:**

Maintain emotional control under stress to include situations involving vehicle accidents/injury. Frequent district wide travel; frequent prolonged and irregular hours; ability to conduct on-site inspections of all vehicle repair and maintenance operations.

APPLY TO:

Applicants and Employees: Please upload a copy of your letter of interest and resume to the KISD online application. In order to be considered for this position, you must click the "Log-on to apply" tab at the top of this page. All out-of-district applicants must have a current application and 3 references (including one from your current supervisor) on file. KISD employees also need three references (including one from your current supervisor).

SALARY:

P-1

DUTY DAYS:

238

GROUP / GRADE:

Exempt

REPORTS TO:

Exe. Dir Transp.- 4/2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**KATY INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY
EMPLOYER**