



NORTH EAST INDEPENDENT SCHOOL DISTRICT

ASSISTANT SUPERVISOR, SPECIAL NEEDS

CLOSE DATE: 04/16/2018

RESUME MUST BE SUBMITTED WITH APPLICATION

Location: Broadway Complex
Work Schedule: 260 Days
Work Type: Regular Full-Time
Exempt: No
Salary Range: \$20.20/hr - \$24.04/hr

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent
Associate's Degree from an accredited two-year college a plus; or equivalent related occupational experience and/or training; or equivalent combination of education and experience
Transfinder experience, preferred

CERTIFICATION:

Texas School Bus Driver Certification
United States Department of Transportation Drug and Alcohol Supervisory 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:

Assist in the supervision/management of over two hundred and forty (240) driver employees and indirect management of four (4) dispatchers between two (2) operating locations. Assist in the formulation and implementation of bus routes and employee route and scheduling assignments and equipment scheduling.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Assists in supervising driver employees and bus assistants.
2. Coordinates and maintains computer generated route schedules with driver crew personnel and Routing Office.
3. Coordinates route changes with Routing Office, drivers and bus assistants with the Special Needs section, campus administrators and parents.
4. Assists in the dispatch of buses for regular, extensions/supplements and field trips.
5. Assists in the coordination of route/bus assignments with associated equipment.
6. Establishes and assists Time and Attendance personnel for entry into the KRONOS system; assesses and authenticates crew schedules via routing management to ensure accurate KRONOS work times are reported to meet payroll requirements.
7. Coordinates/schedules driver personnel training requirements with the Training Section and Dispatchers.
8. Oversees the daily assignment of spare transportation staff.
9. Assists in the update of the North East Independent School District Transportation Employee Handbook.
10. Operates school bus and other vehicles as needed.
11. Maintains confidentiality of information.
12. Reports to work every day.
13. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Troubleshooting/resolution skills in both operational/personnel administrative matters
- Skills necessary to operate personal computer, digital two-way radio, video camera equipment and auxiliary items
- Ability to read, analyze, and interpret general business invoices, billing statements, reports, 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 Class "B" Commercial Drivers License with Passenger "P" and School Bus "S" Endorsements

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

To apply, please visit the following website:

<https://www.neisd.net/>

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