

Job Title: Assistant Dispatcher
Dept./School: Transportation
Reports to: Supervisor of Dispatch
Wage/Hour Status: Non-Exempt, Auxiliary
Pay Grade: Grade 7

PRIMARY PURPOSE: Under the general supervision of Supervisor of Dispatch & Operations dispatches school buses according to schedule of regular routes, special needs routes, shuttle routes, and extracurricular routes and oversees bus drivers.

QUALIFICATIONS:

Education/Certification:

High School diploma or general education degree (GED) equivalent required; Class B Commercial Driver License with passenger and air brake endorsement preferred, TEA Bus Driver Certification preferred.

Special Knowledge/Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Experience:

minimum of two (2) years related experience and/or training; Minimum of three (3) years work experience in the Operation section of a school bus transportation department, municipal transportation department, or school district **OR** two (2) years experience in computer systems, including knowledge of computerized routing procedures; Professional demeanor with excellent interpersonal skills and communication skills; Ability to maintain confidentiality, works well with employees, management and general public is essential.

MAJOR RESPONSIBILITIES AND DUTIES:

- Assign and dispatch buses
- Assign and notify bus drivers of assignments, changes, rotation, extra-time, overtime meetings and workshops; monitor attendance.
- Maintain regular attendance.

- Flexible in work availability; Hours may vary due to need of the department, some on call nights and weekends are required.
- Supervises and instructs all phases of school bus operating procedures to all new and continuing employees.
- Inspect driver's appearance and physical condition prior to dispatch.
- Operate, maintain, and respond to two-way radio and telephone communications regarding transportation operations.
- Advise and assist bus drivers in resolving routine service problems, emergency situations, and personal issues including contacting outside law enforcement and other outside agencies, appropriate district staff, and parents.
- Makes emergency decisions and last minute changes to ensure safe, smooth operation of transporting students.
- Arranges for extra buses and drivers in case of accidents or heavy traffic.
- Coordinates emergency and accident response.
- Maintain daily dispatch records on drivers and equipment.
- Coordinate maintenance and replacement of off-line buses with maintenance staff; maintain parking assignments and fueling schedules.
- Coordinates general office and clerical functions of the dispatch office and field trip office.
- Prepare, maintain, and/or distribute a variety of information using various computer software to ensure proper display of information for data reporting and retrieval.
- Dispatches and assigns staff and buses for district field trips and extracurricular activities.
- Effectively utilize district technologies appropriate to the position and assume responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Cross-trained in all phases of transportation office procedures and operations to ensure safe, efficient transportation for students in the absence of another member of the transportation management team.
- Assists the Routing Supervisor with the computerized routing program.

- Assists the Special Needs Supervisor with coordination of routes.
- Monitor route books, inspect sheets for accuracy, and check special service notations for compliance.
- Communications effectively with schools, parents, transportation staff, and others.
- Drive any type and size bus for scheduled or unscheduled service as required.
- On call for emergencies during off-duty hours.
- Comply with State Law and District policies and regulations.
- Supervisor may assign other duties as necessary.

WORKING CONDITIONS:**Mental Demands:**

Ability to communicate effectively (verbal and written); interprets policy, procedures and data; coordinates district functions; maintains emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

MINIMUM SALARY: \$30,599

TERM OF CONTRACT: 230 days

APPOINTMENT: The appointment of this position will be recommended to the Board of Trustees by the Superintendent of Schools on the basis of the applicant's training, experience, and expertise. The Board of Trustees must give final approval.

APPLICATION PROCEDURES:**District Employees**

Interested candidates must complete and submit the Denton ISD on-line Internal Application at www.dentonisd.org. Upload employment credentials and a current résumé detailing experience, qualifications, and

professional accomplishments.

Out of District Applicants

Interested candidates must complete and submit the Denton ISD on-line External Application at www.dentonisd.org. Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

APPLICATION DEADLINE: Position will remain vacant until qualified applicant is employed.

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ONLY ON PRINCIPAL AND AP

District Employees

Interested candidates ***must complete and submit the Principal Insight Interview*** and then the Denton ISD on-line internal application at www.dentonisd.org under "Employment Opportunities." Upload employment credentials and a current résumé detailing experience, qualifications, and professional accomplishments.

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