

Job Title: Career Technical Education Internship Coordinator **Wage/Hour Status:** Nonexempt

Reports To: Director of Transportation

Pay Grade: Aux 4 (260)

Dept./School: Transportation

Date Revised: 05/14/2018

Funding Source: Local

The following 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.

Primary Purpose

Coordinate all aspects of CTE Internship operations and communicate notifications to drivers. Coordinate the assignment of all CTE Internships with District CTE Coordinators. Provide routing information to drivers and District Coordinators.

Qualifications

- Knowledge in Microsoft Office preferred
- Knowledge of routing software preferred
- Fingerprint Clearance, DOT, Background Clearance
- Positive Attitude and support for the Department

Education/Certification

- High school diploma or GED
- Valid Commercial Driver's License with "P" & "S" Endorsements or 20-Hour Bus Certification Preferred
- TAPT Certification preferred

Special Knowledge/Skills

- Demonstrate ability to remain calm and professional in an environment with frequent interruptions.
- Ability to interact with a diverse group of individuals in a courteous and tactful manner, and establish and maintain effective working relationships.
- Ability to handle problems and stressful situations tactfully and apply proactive problem-solving skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to use routing computer software to obtain student transportation information as needed.
- Ability to appropriately communicate with students, teachers, parents and members of the community.
- Ability to work evenings or weekends as needed.
- Knowledge of Excel, Microsoft Word and Outlook

Name:

Appraiser:

Experience

- Two years experience operating a school bus and/or white fleet
- Two years experience in participating in route planning
- Experience dispatching
- Experience in computerized school bus routing and problem solving is preferred
- Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties

- Ability to gather, collate, and/or classify data; and use basic job-related equipment.
- Flexibility is required to work with others in a wide variety of circumstance
- Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment.
- Problem solving is required to analyze issues and create action plans.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; displaying mechanical aptitude; displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions and working with detailed information/data.

On the following pages, you will find the evaluation rubric that supports the position. An annual review of the duties assigned will be measured using the rubric and the explanation scales provided below.

Explanation of Scale

- | | |
|----------|--|
| 4 | Exceeds Expectations (3.5 – 4.0) |
| 3 | Demonstrates Proficiency (2.5 – 3.49) |
| 2 | Below Expectations (1.5 – 2.49) |
| 1 | Unsatisfactory Performance (1.0 – 1.49) |

Major Responsibilities and Duties

- _____ 1. Maintain record of driver availability for CTE Internships.
- _____ 2. Input CTE Internship requests into computer and process the data to ensure that all requests are honored in a timely manner.
- _____ 3. Answer incoming calls, take messages, and route them to appropriate staff while assisting in dispatch.

Name:

Appraiser:

- _____ 4. Handle questions and complaints that fall within level of responsibility.
 - _____ 5. Operate two-way radio equipment
 - _____ 6. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
 - _____ 7. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
 - _____ 8. Has demonstrated the district’s established quality customer service standards.
 - _____ 9. Maintain prompt communication with CTE Coordinators and personnel.
 - _____ 10. Drive CTE Internships as needed.
 - _____ 11. Perform daily schedule checks with all drivers.
 - _____ 12. Compile State Reporting Log for CTE routes.
 - _____ 13. Follows all rules, regulations, and policy(ies) of Grand Prairie ISD and follows directives from Supervisors.
- _____ **Total/13** _____

Supervisory Responsibilities:

None

Additional Responsibilities

- Assist other Routers if needed.
- Provide Transportation if drivers are needed
- Assist Managers and Dispatch if needed

Equipment Used

- Two-way Radio
- Computer
- Projector
- District white fleet vehicles
- Software- Transfinder, SMART and Skyward

Name:

Appraiser:

Working Conditions

Mental Demands/Physical Demands/Environmental Factors:

- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions; prolonged use of computer.
- Continual sitting, work outside and inside.
- Ability to work irregular hours as needed.
- Frequent exposure to exhaust and other fumes.
- Periodic exposure to weather conditions.

SUMMATION

Date of Conference: _____

Employee's Signature: _____

Appraiser's Signature: _____