



Director, Service Center (226) Days -Multiple Positions JobID: 27739

Position Type:

Central Staff/Director

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Date Posted:

10/4/2018

Location:

Student Transportation Services

QUALIFICATIONS:

- o High School Diploma or equivalent (ex: G.E.D.) - Required
- o Bachelor's Degree in Management or related field - Preferred
- o Certification with Texas Association for Pupil Transportation - Preferred
- o Five (5) years of experience as a Supervisor of Transportation services, preferably in a K-12 environment
- o Ten (10) years of work experience in a transportation-related capacity
- o Exceptional written/verbal communications and interpersonal skills
- o Thorough knowledge of the Texas Pupil Transportation laws, rules and regulations
- o Proficient with MS Office Suite and Internet Resources
- o Ability to provide transformational leadership in a start-up transportation environment
- o Ability to speak Spanish a plus
- o Texas CDL class B with Passenger and School Bus endorsement (or ability to obtain within 90 days of employment)

BASIC FUNCTIONS:

- o Accountable for all service center transportation staff and operations
- o Lead, motivate and develop a comprehensive team of transportation professionals including: administrative and support staff, mechanics, bus drivers and monitors
- o Evaluate job performance of employees to ensure effectiveness
- o Successfully direct service center performance against district goals and expectations
- o Effectively communicate at all levels with tact, discretion and courtesy
- o Exhibit good judgement in decision making, problem solving and the provision of customer service to students, parents and District stakeholders
- o Accurately report on service center performance, problems and resolutions in writing and presentations
- o Maintain accurate reports for service center operations, including, but not limited to, attendance, on-time performance, out-of-service vehicles, etc. and provide weekly updates
- o Analyze service center level problems and implement solutions
- o Make service level decisions which may impact overall operations budget
- o Manage assigned budget for service center
- o Maintain confidentiality
- o Manage and ensure all required reports are sent to transportation administration accurately and promptly

- Establishes favorable relations with staff and community members from diverse ethnic backgrounds
- Ensures driver, monitor, and staffing assignments are appropriate to ensure students are safely transported to/from school on time
- Responsive to District parents, campus leadership, and administrations
- Schedules routine visits with campuses and maintains open communication with administrators
- Ensures incident alerts are acted upon promptly and proactively must provide weekly updates and reports to Executive Director
- Ensures student management programs and procedures are effective in promoting acceptable student conduct and safety
- Portrays a professional role model for all levels of employees in professional appearance and conduct at all times
- Investigate vehicle accidents, incidents, and allegations of employee wrongdoing. Submit findings and reports to Executive Director of Transportation Services or designee
- Respond to after-hours emergencies as needed
- Responsible for the continual training and development of service center staff (i.e., driving, student management, safety, rules, procedures and guidelines).
- Operate a school bus when necessary
- Additional duties may be assigned given administration or district need

Working Conditions:

Maintain emotional control under stress. Frequent district wide travel and occasional state-wide travel. Frequent prolonged and irregular hours. Occasional exposure to the outdoors and noise.

Minimum \$75,728

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H

If interested apply online at www.dallasisd.org

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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