

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ROUTING SPECIALIST

SALARY SCHEDULE: SSP11

COST CENTER: TRANSPORTATION SERVICES (9030)

QUALIFICATIONS:

- (1) High School Diploma or equivalent required, AA or higher preferred with three to five years' experience on network software operating systems.
- (2) Demonstrate ability to navigate and operate geo-software programs.
- (3) Candidates for this key transportation position must be able to demonstrate the following to the Director of Transportation and Routing Operations Supervisor:
 - a Ability to route students and buses on the Trapeze/VEO software program
 - b Ability to add and subtract students from a route and adjust times for payroll

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with a minimum of instruction and supervision. Possess effective decision-making and management skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Possess the knowledge, understanding and ability to use current technology related to job assignment. Knowledge of federal, state and school board regulations and policies. Ability to communicate effectively both orally and in writing. Ability to enter data accurately and efficiently. Possess superior computer skills. Ability to work alone and manage time effectively. Ability to meet pressing deadlines.

REPORTS TO:

Routing Operations Supervisor, Transportation

JOB GOAL

To create the safest, most efficient school bus routes utilizing the latest available technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain accurate student census transportation records.
- * (2) Build and maintain daily bus routes.
- * (3) Provide data entry services for state reporting activities.
- * (4) Gather, organize and analyze student information required for bus stop creation.
- * (5) Copy and distribute routes to drivers and schools.
- * (6) Build and maintain school bus routes and assign buses for optimal utilization.
- * (7) Assist with student accounting for FTE survey periods.
- * (8) Assist with projections for new schools as required.
- * (9) Develop and execute formula to estimate the number of buses needed each year.
- * (10) Create reports from Trapeze/VEO/GPS and disseminate as required.
- * (11) Maintain a current record of all special needs routes.
- * (12) Provide Trapeze/VEO/GPS technical assistance to other departments as needed.
- * (13) Prepare all required reports and maintain all appropriate records.

ROUTING SPECIALIST (Continued)

- * (14) Exhibit support for the District's vision, mission, goals and objectives.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Provide for a safe and secure workplace.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain confidentiality regarding school matters
- * (20) Maintain positive relationships with staff and vendors.
- * (21) Participate in workshops and training sessions as required.
- * (22) Communicate effectively with staff and vendors.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Follow all School Board policies, rules and regulations.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Sustained focus and attention to detail for extended periods of time.
- * (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities