

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### ASSISTANT DIRECTOR OF TRANSPORTATION

**SALARY SCHEDULE: ADMINISTRATIVE - D**

**COST CENTER: TRANSPORTATION SERVICES (9030)**

**QUALIFICATIONS:**

- (1) High school diploma or equivalent.
- (2) Bachelor of Art's Degree from an accredited education institution in Administration; or,
- (3) Equivalent transportation experience as determined by the Director, Transportation.
- (4) Minimum of five (5) years successful experience working in student transportation.
- (5) A demonstrated work history with increasing levels of responsibility and job scope in the areas of transportation.
- (6) Minimum of (3) years supervisory experience.
- (7) Must maintain a valid Florida's driver's license with school bus and passenger endorsements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of all state laws, rules and regulations regarding student transportation. Knowledge of the School Board policies and regulations as they pertain to the Transportation Department. Ability to demonstrate familiarity with computer programs used in the Transportation Department. Ability to communicate effectively, both orally and in writing, with school personnel, parents, difficult citizens and drivers. Ability to demonstrate considerable personal skills. Ability to organize, plan and prioritize activities.

**REPORTS TO:**

Director of Transportation

#### JOB GOAL

To assist the Director in providing safe, efficient, and effective transportation services for the district's students, including overseeing daily operations, oversight of training and development of staff, and receiving and reviewing Parent Concern Forms to ensure a prompt response.

**SUPERVISES:**

Transportation Staff

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise Route Coordinators in the daily operation of transportation, including time sheets, extra duty assignments, overtime, and other activities.
- \* (2) Receive and distribute for action, all Parent / Citizen Concern Forms.
- \* (3) Receive, record and respond to internal and external inquiries in a timely, accurate, courteous manner regarding school bus operations.
- \* (4) Coordinate route and schedule adjustments with Route Coordinators.
- \* (5) Ensure schedule books are up-to-date and all personnel are informed of any route or schedule changes.
- \* (6) Assist in the preparation of the Transportation Survey.
- \* (7) Coordinate the bidding process for driver route selection.
- \* (8) Supervise assigned personnel, conduct biannual (or more) performance appraisals and make recommendations for employment action.
- \* (9) Keep Director informed of potential problems or unusual events.
- \* (10) Prepare, or oversee the preparation of, all required reports and maintain appropriate records.

## **ASSISTANT DIRECTOR OF TRANSPORTATION (Continued)**

- \* (11) Demonstrate initiative in the performance of assigned responsibilities.
- \* (12) Keep well informed about current trends and best practices in areas of responsibility.
- \* (13) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (14) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues as required.
- \* (15) Represent the District in a positive and professional manner.
- \* (16) Provide for a safe and secure workplace.
- \* (17) Model and maintain high ethical standards.
- \* (18) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \* (19) Follow all School Board policies, rules and regulations.
- \* (20) Exhibit interpersonal skills to work as an effective team member.
- \* (21) Demonstrate support for the School District and its goals and priorities.
- \* (22) Maintain confidentiality regarding school matters.
- \* (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (24) Coach and/or mentor all subordinates, especially new employees; inspire trust and respect.
- \* (25) Promote a culture that provides a focus on safety and quality customer service.
- \* (26) Assist Director, Transportation Services with yearly preparation of the operating budget.
- \* (27) Assist in the development and implementation of short – and long-term plans to accomplish the department's vision.
- \* (28) Improve workflow process where applicable.
- \* (29) Ensure any process changes adheres to district procedures.
- \* (30) Keep the Director, Transportation Services informed of critical issues.
- \* (31) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **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. 11**

\*Essential Performance Responsibilities