

TITLE: ASSISTANT DIRECTOR - TRANSPORTATION/DISTRICT SECURITY

QUALIFICATIONS:

1. Knowledge of applicable state, federal, and local law and pertinent codes
2. Knowledge of principles and practices of management and supervision
3. Ability to interpret and implement District policies and procedures
4. Ability to effectively communicate with staff and public in oral and written form
5. Ability to plan, manage and prioritize assigned functions within established guidelines
6. Law enforcement experience desirable

REPORTS TO: Director IV, Transportation; Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

JOB GOAL: To coordinate safe and efficient transportation operations as assigned; organize and coordinate district security operations to assure the safety and security of students, employees, district facilities and property in compliance with applicable federal, state and local law, and district policies and procedures

PERFORMANCE RESPONSIBILITIES:

Transportation

1. Supervises transportation operations including, but not limited to attendance records, field trips, departmental charges for special programs, accident investigations, annual reports, driver training and recruitment, student referrals, and employee evaluation as assigned
2. Develops transportation training programs to improve staff performance and meet changing needs of District
3. Oversees transportation recordkeeping and filing for assigned areas
4. Monitors transportation extra-time and overtime costs to meet budget guidelines
5. Performs other related duties as assigned

District Security

6. Facilitates professional training for district personnel to provide knowledge, skills and abilities necessary to provide a safe and secure environment
7. Recommends effective measures to enhance the safety and security of students, employees and district property
8. Responds and directs response to emergency situations for the purpose of ensuring the safety of students, employees and district property
9. Consults with law enforcement and other safety officials to maintain effective interagency cooperation
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable