

**TITLE:** COORDINATOR, TRANSPORTATION

**QUALIFICATIONS:**

1. Knowledge of state and federal laws related to student transportation
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 transportation functions within established guidelines

**REPORTS TO:** Director IV, Transportation

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To coordinate transportation operations as assigned so that students receive safe and efficient transportation

**PERFORMANCE RESPONSIBILITIES:**

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 training programs to improve staff performance and meet changing needs of District
3. Oversees system of recordkeeping and filing for assigned areas
4. Monitors extra-time and overtime costs to meet budget guidelines
5. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; management salary schedule, code 35

**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