

TITLE: SCHEDULER/DISPATCHER

QUALIFICATIONS:

1. Ability to exercise independent judgment and initiative
2. Ability to work effectively and react with sound judgment under stress and in emergency situations
3. Ability to organize and prepare reports
4. Ability to perform computer work, including data entry and computations
5. Possession of valid school bus driver certificate
6. Ability to coordinate variety of transportation needs and assignments simultaneously in clear and concise manner

REPORTS TO: Administrator as assigned

SUPERVISES: Staff as assigned

JOB GOAL: To develop transportation schedules within District guidelines, to provide dispatch as necessary and to provide direction to drivers as assigned

PERFORMANCE RESPONSIBILITIES:

1. Prepares route schedules, make corrections and distributes information to staff, schools and public per District timelines
2. Prepares pupil count information; maintains accounting of schedule changes and bus stops
3. Dispatches and directs drivers; assigns substitute drivers and monitors
4. Makes special education and other program changes daily as needed
5. Conducts inservice training for drivers and monitors
6. Keeps records and prepares required reports
7. Evaluates staff as assigned
8. Performs other related duties as assigned

TERM OF EMPLOYMENT: Salary and work year according to current schedule; supervisory salary schedule, class 14

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