

Job Code 40HH
Range F
September 2015

TRANSPORTATION SCHEDULER

QUALIFICATIONS

A. REQUIRED

- High school diploma or equivalent
- One year of developing and/or coordinating schedules/routes
- Previous experience working with computer software, including word processing, spreadsheet and general database packages
- Passing score on Word/Excel skills assessment

B. DESIRED

- Possession of a valid commercial driver's license with a "P" endorsement
- Bilingual Spanish/English skills
- Experience with school bus routes

SUMMARY

Works in conjunction with the other members of the transportation staff in the efficient operation of bus routes for special education and McKinney-Vento (MKV) students in accordance with the Medicaid program requirements.

Reports to: Director of Transportation

ESSENTIAL FUNCTIONS

- Prepares technical reports for the Arizona Department of Transportation and other governmental agencies, as required
- Learns and complies with local, state and federal laws relative to pupil transportation and specifics associated with special needs students
- Completes necessary forms and other confidential paperwork related to the transportation requirements of district special needs students
- Assists the Director of Transportation with vehicle and route projections based on student growth and special needs
- Creates, assigns, updates (daily) and monitors routes for special needs, MKV and 504 students
- Prepares confidential memoranda and letters
- Maintains an accurate computerized list of all special needs and MKV student transportation record information and disseminates them to the appropriate individuals
- Develops and maintains positive effective professional relationships with District staff including drivers and aides, as well as parents and contractors
- Attends occasional meetings with school staff to coordinate special transportation needs of students
- Demonstrates patience, courtesy and tact when dealing with others in person and over the phone

ESSENTIAL FUNCTIONS – (continued)

- Creates and maintains weekly hours summary for all drivers and aides of special needs and MKV students
- Assigns students to transportation in an efficient and economical manner
- Develops and compiles routes, timecards, driver and aide bid times and bus information for special needs bidding
- Assigns and dispatches pre-school and midday buses for special needs
- Verify all special needs and MKV student information
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to meet deadlines
- Ability to multi-task in an office setting
- Ability to communicate with district personnel at all levels
- Ability to communicate clearly, both orally and in writing
- Ability to sustain extended work hours and problem situations
- Ability to understand and carry out written and verbal instructions
- Ability to work alone and as part of a team
- Ability to sit for extended periods of time
- Ability to reach, stoop, twist and bend
- Ability to concentrate for extended periods of time
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures