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**March 18, 2022**

## **Assistant Supervisor of Transportation**

**Pupil Transportation**

**EA Grade 7, 261 days (\$65,580 - \$78,544)**

**12-month (Full-time)**

### **Scope of Responsibilities**

The Assistant Supervisor of Transportation provides leadership and support for the safe and effective operation and ongoing improvement of the transportation department.

### **Performance Responsibilities**

1. Assists the Executive Supervisor of Transportation with the administration of an efficient and safe transportation system for both the district instructional and co-curricular program.
2. Identifies and implements plans and procedures to improve driver and department performance.
3. Remains up-to-date on industry standards, equipment and software programs to improve student safety and department performance.
4. Assists with the planning and development of bus runs for eligible bus riders for both public and nonpublic schools; including analysis, preparation and updating of bus route time schedules.
5. Utilizes transportation software and video systems to improve the operation of the transportation department.
6. Assists staff in monitoring student conduct on buses.
7. Assists with the pre-employment training program for school bus drivers and continues the training of all drivers and bus aides through in-service workshops and classes.

8. Assists with the training, supervision and evaluation of drivers, mechanics, and dispatchers.
9. Works cooperatively with district administrators and educators to provide reasonable and safe transportation services in compliance with Individuals with Disabilities Act (IDEA) and Free and Appropriate Education (FAPE).
10. Maintains effective and cooperative working relationship with administrators, school staff, parents and community members.
11. Assists with the evaluation for the safety of road conditions during inclement weather and work collaboratively with supervisor to make recommendations for school closure.
12. Performs other duties as assigned.

### **Minimum Qualifications**

1. Bachelor's degree in related field and/or a minimum of three (3) years of relevant experience.
2. Possession or ability to obtain a CDL school bus driver's license.
3. Strong verbal and written communication skills, strong problem solving and decision-making skills, excellent organizational skills, and excellent interpersonal skills.
4. Minimum three years of successful experience working with children and families in an urban educational setting and diverse/multi-cultural setting.

Please apply online at [www.kpsjobs.com](http://www.kpsjobs.com).

**This position will be posted until filled.**

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