

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

POSITION TITLE – Transportation Special Education Manager

ORIGINATION DATE: 6-19-02

IMMEDIATE SUPERVISOR- Transportation Coordinator

LAST REVISION UPDATE:

BAND & GRADE: C-4-2 10

Job Summary (Basic Purpose of Position)

Coordinate special needs bussing through computer routing program; attends IEP meetings concerning special education bussing. Coordinate and Upgrade transportation office computer servers, workstations and network.

REGULAR ROUTINE DUTIES <u>List of Things to Accomplish in Major Job Function</u>	Band/ Grade	% of Time D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES <u>What You Have to Know to Accomplish Duty of Function</u>	PERFORMANCE STANDARDS <u>How Will You Know the Job is Done?</u>
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Coordinate Special Needs Bussing 1.01 Supervision of 6 to 12 employees 1.02 Assist in the employment process for special needs staff (Drivers and monitors) 1.03 Attend and share with the various (IEP) committees throughout the district the responsibility to move special education students currently riding on regular to special needs buses or to return them to their regular bus assignments. 1.04 Monitor bus transportation services for all students with special needs as identified by the Individualized Educational Program (IEP) Committee as a legally required special education related service.	B3 B2 C4 C4	D 25% A M D 10%		KNOWLEDGE 1. District policies concerning special education transportation. 2. Knowledge and understanding of Federal & State laws regarding Special Needs transportation 3. I.D.E.A. rules and policies 4. ADA rules and policies 5. Bus laws, rules and regulations 6. Management techniques 7. Maps & Plats 8. Safe Routing practices 9. Efficiencies in routing	1.01 Route schedules, times and changes were maintained and followed. 1.02 All job interviews were attended. 1.03 All required meetings and workshops were attended. 1.04 All transportation services were provided in accordance with students IEP.

1.05 Receive and process requests from building personnel who request special needs transportation for eligible students.	B2	D		<p>ABILITY TO</p> <ol style="list-style-type: none"> 1. Plan 2. Communicate 3. Organize <p>SKILLS</p> <ol style="list-style-type: none"> 1. Computer skills 2. Conflict management skills 	1.05 Requests were processed in a timely manner.
1.06 Develop and schedule all special needs bus routes and student stops using a computerized routing system to assign eligible students to particular special needs buses. Assigns pupils to buses in a way that equalizes busloads and avoids overloading.	C4	D 10%			1.06 Bus routes and stops were on file.
1.07 Establish bus stops for special needs students	B2	D 2%			1.07 Stops were established in accordance with policy and state law.
1.08 Monitor that transportation is provided in the least restrictive environment (LRE)	B2	D			1.08 Student restraints are provided in accordance with students IEP.
1.09 Track the length of each student's AM or PM ride.	B2	D			1.09 Length of route is kept at minimum.
1.10 Checking for appropriate arrival or departure times at each designated location.	B2	D			1.10 Buses arrive and depart on schedule.
1.11 Maintain all special needs route sheets and seating charts in a readily accessible format.	B2	D			1.11 Route sheets and charts are current.
1.12 Maintain student Emergency Medical Information forms as required by law	B2	D			1.12 Emergency Medical Information on file is current.
1.13 Track Medical Assistance Transportation costs for third party billing	B2	M			1.13 Relevant information is provided to District Office.
1.14 Insure that Driver Teams maintain current and accurate bus route sheets for AM, PM and Supplemental Runs.	B2	D			1.14 Route folders on board buses are current.
1.15 Oversee School bus evacuation procedures for special needs students	B2	A			1.15 Bus evacuation procedures are conducted in accordance with policy and state law.
1.16 Provide training for Special needs drivers to keep them abreast of changes in federal and state laws.	C4	M			1.16 Training was provided in accordance with policy, state and federal law.

<p>2.0 Program Specialist</p> <p>2.01 Coordinate the Computerized Routing Program</p> <p>2.02 Coordinate the computerized card operated fuel dispensing program</p> <p>2.03 Coordinate the computerized vehicle maintenance program</p> <p>2.04 Coordinate Head Start Trip Routing system according to Federal regulation</p> <p>2.05 Using GIS Data, update and maintain the district map and attendance area maps</p> <p>2.06 Monitor office staff in accurate input of data</p> <p>3.0 Desktop Computers</p> <p>3.01 Upgrade and install software on office computers</p> <p>3.02 Recommend replacement schedule of computers</p> <p>3.03 Recommend computer software solutions to address the needs of the department</p> <p>3.04 Upgrade computer hardware as needed</p> <p>3.05 Use Tech Support when necessary to fix errors in computer system</p> <p>3.06 Diagnose and repair workstation technical hardware and software</p> <p>3.07 Prepare computers for repair when it cannot be done in-house</p> <p>3.08 Maintain computer inventory</p> <p>3.09 Maintain records</p>	<p>C4</p> <p>B2</p> <p>B2</p> <p>C4</p> <p>C4/B2</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>C4</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p>	<p>D 25%</p> <p>D 2%</p> <p>D 2%</p> <p>D 2%</p> <p>A</p> <p>D 5%</p> <p>M</p> <p>A</p> <p>Q</p> <p>A</p> <p>A</p> <p>D 5%</p> <p>A</p> <p>A</p> <p>M</p>	<p>KNOWLEDGE</p> <ol style="list-style-type: none"> 1. Sound working knowledge of Windows 95-98-Me-NT-2000 2. Sound working understanding of computer hardware and components 3. Hardware set-up and application 4. Good understanding of software applications such as Microsoft Office, Internet Explorer, First Class, VersaTrans, GasBoy, Qquest, Arcview etc 5. A good understanding of networking protocols topologies and protocols along with advantages limitations and requirements for them 6. Programming concepts 7. Advanced trouble shooting skills for computer hardware, software and networks, including cabling and electronic components 8. An understanding of technological equipment 9. District procedures and policies <p>ABILITY TO</p> <ol style="list-style-type: none"> 1. Read, write, spell and speak effectively using standard English 2. Plan, communicate, build consensus and relate effectively with others 3. Work with group processes and activities 4. Manage time efficiently 5. Maintain schedules and records 	<p>2.01 Information on computer routing system was accurate.</p> <p>2.02 Information on computerized card operating fuel-dispensing program was accurate.</p> <p>2.03 Information on computerized vehicle maintenance program was accurate.</p> <p>2.04 Information on trip routing program was accurate.</p> <p>2.05 information on computer maps was updated and accurate.</p> <p>2.06 Data input accomplished was done in a timely manner and accurate.</p> <p>3.01 Upgrades were current and software was installed properly.</p> <p>3.02 Replacement schedule was created</p> <p>3.03 Recommendations were made</p> <p>3.04 Upgrades were installed properly</p> <p>3.05 Errors were corrected</p> <p>3.06 Problems were diagnosed correctly and repairs made properly</p> <p>3.07 Preparations were made properly</p> <p>3.08 Inventory was on file and current</p> <p>3.09 Records were on file and accurate</p>
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