

Position Title Coordinator of Transportation and Census Services

Band/Grade D-7-1-17

Immediate Supervisor Director of Business Services

Job Summary (Basic Purpose of Position)

The position is necessary to provide adequate supervision for the Transportation and Census Departments in an efficient and effective manner. The position insures regulations, policies and statutes of the School Board, Department of Education and State of Minnesota are properly administered.

Supervisor

Employee

\*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

| REGULAR ROUTINE DUTIES<br>List of Things to Accomplish<br>in Major Job Function  | BAND/<br>GRADE | % OF<br>TIME<br>D,W,<br>M,A,Q | WC | NECESSARY SKILLS<br>KNOWLEDGE, ABILITIES<br>What you Have to Know to<br>Accomplish Duty or Function | PERFORMANCE STANDARDS<br>How Will you Know the Job is Done?   |
|--|----------------|-------------------------------|----|---|---|
| **Note: Remember to list each major job function prior to listing of routines, duties, skills and performance standards. |                |                               |    |   |   |
| DIRECT TRANSPORTATION DEPARTMENT   |                |                               |    |   |   |
| 1. Screen, interview and select the best candidates for employment in the department.                                    | D - 6          | M - 8%                        |    | 1. Employment policies  | 1. The best qualified candidates were employed and personnel vacancies were filled in a timely and effective manner.              |
| 2. Train and supervise employees.  | C - 4          | D - 25%                       |    | 2. Employment contracts   |   |
| 3. Evaluate the performance of those supervised, initiate employee discipline, if necessary.                             | D - 6          | D - 15%                       |    | 3. Management techniques  | 2. Employees were trained in their specific job functions and were receiving proper supervision.                                  |
| 4. Provide and conduct inservice for employees.  | C - 4          | Q - 1%                        |    | 4. Training procedures  | 3. Annual performance review was on file for all department staff by end of year and necessary discipline was initiated properly. |
| 5. Motivate and encourage employee growth and development.   | C - 4          | D - 2%                        |    | 5. Ability to organize, direct and control.   | 4. Inservice was provided for all department staff.   |
| 6. Design and schedule all bus routes, student stops, and prepare maps for such routes and stops.                        | D              | W - 20%                       |    | 6. Evaluation procedures  | 5. Department operation was smooth and effective.   |
| 7. Answer questions, resolve complaints and/or distribute information to the public.                                     | D              | D - 9%                        |    | 7. Discipline policies  | 6. Bus routes and stops are on file and student location maps were available.   |
| 8. Process student discipline referrals.   | D              | D - 1%                        |    | 8. Types of inservice required  | 7. Information was distributed properly and timely. A minimum of complaints were forwarded to supervisors.                        |
|  |                |                               |    | 9. Use of equipment used in inservice   |   |
|  |                |                               |    | 10. Ability to conduct group processes and activities.  |   |
|  |                |                               |    | 11. Management techniques   |   |
|  |                |                               |    | 12. Ability to motivate and encourage   |   |
|  |                |                               |    | 13. Roads and highways  |   |
|  |                |                               |    | 14. Maps and plats  |   |
|  |                |                               |    | 15. Bus routes and stops.   |   |

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| 9. Develop specifications, procedures, and summaries for bus and vehicle purchase.   | C - 4          | A - 1%                        |    | 16. Driving conditions  | 8. Discipline problems were processed in a timely and effective manner.   |
| 10. Develop specifications, procedures, and summaries for contracted busing.   | C - 4          | A                             |    | 17. Ability to plan, visualize and delegate   | 9. Competitive quoting and bidding procedures were correct with results presented for determination.  |
| 11. Register, license, and insure all school district vehicles.  | B - 2          | M - 2%                        |    | 18. Ability to listen, communicate, relate effectively  | 10. Competitive quoting and bidding procedures were correct with results presented for determination. Contracts were negotiated and supervised effectively. |
| 12. Investigate and report school bus and other school vehicle accidents.  | B - 2          | D                             |    | 19. Ability to use telephone effectively  | 11. All school district vehicles were properly licensed and insured.  |
| 13. Prepare and maintain annual budget and allocate resources.   | D - 6          | M - 5%                        |    | 20. Student discipline policy   | 12. Accident reports are on file.   |
| 14. Investigate weather conditions and upon communications with the superintendent determine school closing procedure.                       | C - 4          | D                             |    | 21. Ability to relate effectively with others   | 13. Budget requests were submitted in a timely manner and revenues and expenditures were monitored throughout the year for compliance.                      |
| 15. Maintain knowledge and inform transportation department employees of changes and developments in current business procedures and theory. | D - 6          | - 5%                          |    | 22. Vehicle inspections   | 14. Unnecessary closing of schools was eliminated and those supervised understood determined school closing policies.                                       |
| 16. Establish and communicate philosophy, goals and objectives for the department.   | C - 4          |                               |    | 23. Applicable statutes and regulations   | 15. An annual assessment of the department was conducted and plans were developed to correct any deficiencies.  |
| 17. Promote continuous improvement in all areas of organization, programs and activities.  | C - 4          |                               |    | 24. Contract specifications   | 16. Philosophy, goals and objective of the department were established and properly communicated to the personnel.  |
| 18. Conduct short and long range planning activities subject to approval.  | D - 6          | M - 2%                        |    | 25. Ability to negotiate  | 17. Evidence exists that continuous improvement took place in all programs and activities.  |
|  |                |                               |    | 26. Registration and licensing procedures   | 18. Short and long range plans were on file.  |
|  |                |                               |    | 27. Insurance specifications  |   |
|  |                |                               |    | 28. Accident investigation  |   |
|  |                |                               |    | 29. Budgeting procedures  |   |
|  |                |                               |    | 30. Accounting procedures   |   |
|  |                |                               |    | 31. Applicable statutes and regulations   |   |
|  |                |                               |    | 32. Ability to plan, visualize, organize and allocate   |   |
|  |                |                               |    | 33. Use of calculator and microcomputer   |   |
|  |                |                               |    | 34. Meteorology   |   |
|  |                |                               |    | 35. Two-way radio communication   |   |
|  |                |                               |    | 36. Ability to understand available weather reports   |   |

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| 19. Sustain personal growth and improvement.<br>20. Attend required meetings.<br>21. Prepare reports and records as required by the school district, the Department of Education and the State of Minnesota.<br>22. Perform other assignments requested by immediate supervisor.                 | A - 1          | A - 3%                        |    | 37. Ability to listen, plan, organize, visualize, communicate, direct, motivate, relate effectively with others and speak and write effectively<br>38. Reports and records<br>39. History and tradition of the school district<br>40. Ability to summarize needs into action items<br>41. Ability to seek and tabulate information<br>42. District geography<br>43. Computer informations and operations | 19. Personal growth was sustained.<br>20. Required meetings were attended.<br>21. Reports and records were on file and/or submitted properly and in a timely manner.<br>22. Additional assignments are in process or have been completed in a timely manner.  |
| CONTRIBUTE TO THE MANAGEMENT TEAM.<br><br>1. Attend board meetings as resource person, when requested.<br>2. Attend Administrative Councils meetings, when requested.<br>3. Assist with special projects.<br>4. Escort visitors, when requested to do so.<br>5. Speak to civic groups requested. | A - 1          | M - 10%                       |    | KNOWLEDGE OF:<br>1. District policies<br>2. Speaking and writing effectively<br>3. History and tradition of the school district<br><br>ABILITY TO:<br>1. Summarize needs into action items<br>2. Conduct group processes and activities  | 1. Board meetings were attended as necessary.<br>2. Council meetings were attended as necessary.<br>3. Special projects were completed in accordance with supervisors directions.<br>4. Visitors were escorted, as required.<br>5. Transportation and census coordinator was available for speaking engagements when requested. |