



Fort Cherry School District

Job Description

Title:	Director of Transportation
Overview:	Employee shall coordinate and administer safe and efficient transportation for all students within the District boundaries including those enrolled in private schooling, intra-curricular, and extra-curricular activities
Location:	Transportation Office
Reports to:	Superintendent
Supervises:	Transportation Secretary
Coordinates with:	All Transportation Contractors All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Develops and administers a transportation program to meet all requirements of the daily instructional program
2. Prepares and updates bus schedules for all public and non-public schools in the district
3. Cooperates with Building Administrators and others responsible parties for planning transportation of intra-curricular and extra-curricular programming
4. Act as liaison with parents for complaints regarding transportation services
5. Prepares submission of all transportation reports required by state/federal authorities
6. Cooperates with Building Administrators to ensure proper conduct of students on the school bus
7. Ensure that bus rosters, stops, and routes are updated on a regular basis
8. Performs such other tasks and responsibilities as stated by the Superintendent or designee
9. Communicate effectively with all members of the District and Community

10. React to change productively and handle other tasks as assigned
11. Maintain confidentiality
12. Support the mission, vision, and belief statements of the District
13. Perform and assume any other duty assigned by the Superintendent or designee

Qualifications and Skills:

- High School Diploma; Associate/Bachelor's degree preferred
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement