

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV - BUS OPERATIONS

Reference Code: A255

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to plan and supervise the scheduling and dispatching of school buses. This position is directly responsible to the Director, Transportation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop, recommend, interpret, and evaluate policies, regulations, procedures, and standards pertaining to bus operations and special needs student transportation.
2. Supervise and evaluate assigned staff and the training programs for drivers and bus aides. Coordinate training for other departments in the process of special transportation access.
3. Supervise the routing and scheduling section in preparing and adjusting student transportation routes and schedules; assist with the distribution of routing and scheduling information.
4. Monitor dispatching of the Clark County School District's buses; coordinate the efficient operation of buses with the vehicle maintenance section. Identify projected bus and equipment requirements.
5. Attend individualized educational program (IEP)/multi-disciplinary team (MDT) meetings, as required, to evaluate and accommodate exceptional student transportation safety needs.
6. Assist in investigating and resolving student transportation complaints.
7. Verify drivers work hours for payroll accuracy.
8. Monitor the budget for bus operations.
9. Act as site administrator at a designated transportation satellite and at other locations, as needed.
10. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years of documented successful experience in a related position.
3. Demonstrated successful supervisory experience in the transportation field to include supervising and directing drivers, routing and scheduling experience, managerial experience in developing transportation policies and procedures, and evaluating employees.

Preferred Qualifications:

1. Bachelor's degree from an accredited college or university.
2. Experience with EDULOG, pupil transportation software.
3. Demonstrated at least five (5) years of successful supervisory experience in the transportation field to include supervising and directing school bus drivers, routing and scheduling experience of both regular and special education students.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.