



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

DIRECTOR OF COMMUNITY PROGRAMS AND STUDENT TRANSPORTATION

QUALIFICATIONS:

1. Possesses Bachelor's Degree. Master's Degree preferred.
2. Demonstrates a minimum of two years of successful experience in management working with children, preferably children in a school or day care setting as well as student transportation, personnel management, bus driver training, routing buses and scheduling busing, preventative maintenance on buses, transportation of students with disabilities and record keeping.
3. Valid Commercial Driver's License. Class B Commercial Driver's License with appropriate endorsements (S and P) preferred.
4. Possesses excellent driving record.
5. Demonstrates knowledge of state laws and regulations governing student transportation, and the operation of a school bus.
6. Has experience with transportation software and Microsoft Office products.
7. Possesses excellent skills in business management/accounting, problem solving, decision making, and communication skills.
8. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/School Board Secretary or designee

JOB GOAL: To coordinate and carry out the logistics of the Childcare Enterprise Programs (including but not limited to, Prime Time Program, Summer Academic Enrichment Program, Summer Sports Camp and Kindergarten Wrap-Around Program) in order to provide the children with an opportunity for a quality experience beyond the regular school day. To supervise the scheduling and utilization of facilities by outside user groups. To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership:

- a. Researches, evaluates and assesses potential course offerings, or activities to be offered through the Childcare Enterprise Programs.
- b. Organizes, plans, researches and facilitates all course offerings, or activities for the Childcare Enterprise Programs.
- c. Assumes responsibility for the safe and efficient operation of the school transportation program.
- d. Ensures compliance with all laws, regulations and Board-approved policies related to school transportation.
- e. Creates website, program brochure and advertisements to promote the Childcare Enterprise Programs.
- f. Works cooperatively with building principals to solve discipline problems and other situations occurring on school buses. Imposes disciplinary action, if necessary.
- g. Provides on-campus oversight of children and staff for the Childcare Enterprise Programs.
- h. Promotes a safe and positive environment for children and staff at all times.
- i. Supervises and directs children and staff as needed.
- j. Establishes and plans professional development for staff of all Childcare Enterprise Programs and Student Transportation.
- k. Serves, in emergency situations, as a substitute instructor or bus driver.

2. Personnel Administration:

- a. Interviews and recommends hiring of staff and substitute staff as needed for the facilitation of the success of the Childcare Enterprise Programs and Student Transportation (if applicable).
- b. Manages daily attendance for staff of the Childcare Enterprise Programs and Student Transportation (if applicable) for justification of payment.
- c. Conducts an annual written informal evaluation for staff of the Childcare Enterprise Programs and Student Transportation (if applicable).
- d. Coordinates scheduling for Childcare Enterprise Programs and Student Transportation services (if applicable).

- e. Ensures compliance with Department of Transportation drug and alcohol testing requirements for CDL drivers.
- f. Maintains files for each contractor documenting required training for each of their drivers and or aides.
- g. Prepares transportation payroll on a monthly basis (if applicable).
- h. Monitors attendance of transportation personnel and reports attendance to central office in accordance with district procedures (if applicable).

3. Planning:

- a. Works collaboratively with district administration and the Director of Plant, Operations and Maintenance to coordinate facility usage for the Childcare Enterprise Programs and outside user groups.
- b. Works collaboratively with the Supervisor of Health, Physical Education and Athletics to coordinate the Summer Sports Camp Program.
- c. Works collaboratively with the Childcare Instructors to plan individual and/or group activities that supplement the appropriate age level curriculum and support children learning by reinforcing skills previously instructed in class.
- d. Holds meetings as needed with staff of the Childcare Enterprise Programs and Student Transportation (if applicable).
- e. Works collaboratively with the Childcare Instructors to incorporate into planning any modifications as may be required by State and/or Federal law.
- f. Coordinates all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned programs.

4. Student Transportation

- a. Prepares all bus routes; determines bus stops, pick-up and drop-off times; and ensures compliance with bus capacity limitations utilizing District routing software program.
- b. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
- c. Arranges for the transportation of students with disabilities as determined by the child study team.
- d. Works with the School Business Administrator/School Board Secretary or designee to formulate specifications for transportation contracts with private vendors and monitors implementation of contracts.

- e. Ensures the timely state inspection of all board-operated buses.
- f. Oversees the maintenance of all district-owned vehicles, and develops a plan for preventive maintenance.
- g. Makes recommendations for the purchase of new vehicles, and assists in the preparation of bid specifications for them (if applicable).
- h. Conducts an annual cost analysis of the transportation operation; develops recommendations for future equipment and personnel needs (if applicable).
- i. Periodically checks routes of contracted runs to ensure safe operation of contracted vehicles. Inspects all Board operated buses for cleanliness and proper maintenance.
- j. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
- k. Advises the Superintendent on road conditions for decisions on school closing during inclement weather.
- l. Prepares all transportation records, insurance reports, and other reports as required by law, code or board policy.
- m. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes them available for inspection upon request.

5. Business Management/Accounting:

- a. Collaborates with the Business Office on all Budget/Accounting aspects.
- b. Coordinates payroll for staff of the Childcare Enterprise Programs and Student Transportation (if applicable).
- c. Prepares annual Childcare Enterprise Program budgets with the goal of generating a profit amount established annually. Also, prepares and administers the Student Transportation budget.
- d. Coordinates course registration and collection of funds for Childcare Enterprise Programs based on program policies.
- e. Prepares/processes all purchase requisitions on-line using Systems 3000, in accordance with NJ purchasing laws and district purchasing manual; distributes materials to appropriate personnel when orders are received.
- f. Ensures all payments for Childcare Enterprise Programs are processed through Systems 3000/Quicken.

- g. Ensures all funds received for the Childcare Enterprise Programs are deposited within 48 hours or two business days of receipt. Makes a copy of all checks deposited and retains copy with applicable deposit slip.
- h. Ensures bank reconciliations of all accounts applicable to Childcare Enterprise Programs are completed monthly (within three weeks of month end) using Quicken. Upon completion, ensure the following is forwarded to the Business Office:
 - i. A ‘Timely Deposit of Receipts’ certification.
 - ii. Copy of bank statement and bank reconciliation (Quicken).
 - iii. A Transaction Register from Quick Books, indicating YTD Inflows and Outflows.
- i. Ensures compliance with all other responsibilities identified on the attached Accounting Checklist.

6. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- c. Makes efficient use of time and resources available.
- d. Provides well-organized, accurate work.
- e. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- f. Works cooperatively with administration, staff, parents, contractors and others as necessary for the effective functioning of the school transportation program.
- g. Reports to work on time, adheres to required time schedules and maintains an appropriate personal attendance record.

7. Community Relations:

- a. Establishes cooperative relations and communicates with parents/guardians when necessary.
- b. Cooperates and shares professionally with members of the district personnel and staff of the Childcare Enterprise Programs and Student Transportation.
- c. Handles documents, communications, incidents, etc., with discretion in a confidential, sensitive, conscientious manner.
- d. Coordinates and attends staff meetings, trainings and other meetings as necessary for Childcare Enterprise Programs or Student Transportation.

- e. Attends parent communication activities.
- f. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone in the performance of this position.
- g. Serves as liaison with contractors and non-public schools in the event of school closings/delayed openings during inclement weather or other situations.

8. Professional Development:

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs.
- b. Attends appropriate meetings conducted by the New Jersey State Department of Education and the Holmdel Township Public Schools concerning transportation and related issues.
- c. Continue to gain expertise in district bus routing software to ensure best use of program and routing efficiencies.

9. Other Assigned Duties:

- a. Performs all other tasks and assumes such other duties as assigned by the School Business Administrator/School Board Secretary or designee.

TERMS OF EMPLOYMENT: Twelve month position. Salary to be established by the program.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: February 28, 2018

**Childcare Enterprise Programs
Accounting Checklist**

- 1) All purchase requisitions are to be processed on-line using Systems 3000, in accordance with NJ purchasing laws and district purchasing manual.
- 2) All payments must be processed through Systems 3000/Quicken.
- 3) All funds received must be deposited within 48 hours or two business days of receipt. Make a copy of all checks deposited and retain with applicable deposit slip.
- 4) Bank reconciliations to be completed monthly using Quicken. Reconciliations are required within three weeks of month end. Ensure that bank balances and book balances agree. Bank reconciliation should be signed and dated by the Director of Community Programs and Student Transportation.
- 5) Upon completion, forward the following to the Business Office:
 - i. A 'Timely Deposit of Receipts' certification.
 - ii. Copy of bank statement and bank reconciliation (Quicken).
 - iii. A Transaction Register from Quicken, indicating YTD Inflows and Outflows.