



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

Job Title: **Dispatcher (10 Month)**

Position Type: <b>Classified</b>	Department: <b>Transportation</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Transportation Administrator</b>
Salary Range: <b>33</b>	
Term of Employment: <b>10 months</b>	Date: <b>July 1, 2025</b>
Shift: <b>Day/Night/Weekends</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To assist the Transportation Administrator in coordinating school bus transportation of district students to and from school, and to other related activities safely, efficiently and on time.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Operates the computerized transportation system to provide assistance with routing, scheduling and safe transport of students.
- Assists the Lead Dispatcher in ensuring route coverage, on time pick-ups and departures of students and other district staff.
- Assists the Lead Dispatcher with driver and technician staffing.
- Maintains and gives information regarding bus stops, pick-ups and drop-off times to drivers, other district staff, schools, and general public.
- Arranges route and bus coverage as required.
- Gathers and compiles data in statistical information to meet requirements for reports and audits.
- Makes routine and emergency decisions following already established district policy, procedures, and guidelines.
- Maintains two-way radio contact with all school buses.
- Required to work evenings and weekends.

### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Must have data processing skills
- Demonstrates the ability to effectively present information in one-on-one and small group situations.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- CDL Preferred

### **EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED); or
- One to three months related experience and/or training; or
- Equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear.
- Must occasionally stand, walk, stoop, kneel, crouch or crawl, and taste or smell.
- The ability to lift and/or move more than 100 lbs. is preferred.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*