



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: Lead Dispatcher

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Administrator
Salary Range: 34	
Term of Employment: 12 months	Date: July 1, 2025
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Coordinates 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.
- Is responsible for all route coverage and on time dispatching.
- 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 emergency decisions following already established district policy, procedures, and guidelines.
- Supervises assignment of athletic and field trips following district policy, procedure and department guidelines.
- Supervises all driver and aide assignments.
- Monitors and reports staff and student absences

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.

- May be required to work evenings and weekends.

SUPERVISORY RESPONSIBILITIES:

- Supervises clerks/dispatch personnel to insure they are trained and following procedures.

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.
- Must occasionally lift and/or move more than 100 lbs.
- 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.