



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Lead Supervisor (Transportation)**

Position Type: <b>Classified</b>	Department: <b>Transportation</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Transportation Director</b>
Salary Range: <b>35</b>	
Term of Employment: <b>12 months</b>	Date: <b>April 26, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To assist the Transportation Director and to supervise bus drivers and aides. To train, handle complaints, and work with student management.

*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:**

- Observes all mandatory safety regulations for school buses.
  - Takes an active role in solving pupil discipline problems occurring on school buses and at bus stops involving the transportation employees, principals, students, and parents.
  - Acts as liaison between parents for complaints and between the transportation department and campus administrators.
  - Has the ability to interact with staff and community members on a positive basis.
  - Notifies parents by telephone and/or in writing of bus discipline infractions.
  - Performs subsequent conferences with drivers, parents, and students, when necessary.
  - Performs parts of initial employee training.
  - Performs follow-up and in-service training.
  - Develops a "Team Concept" for transportation employees.
  - Evaluates the drivers and aides in their zone.
  - Assists in investigating and reviewing all accidents.
  - Verifies time worked for the transportation employees prior to submitting to Payroll.
  - Reports violation of procedures to the director/designee.
  - Drives a school bus, if needed.
  - Assists in the office, if needed.
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- Checks and resolves problems at bus stops.

- Must be flexible with working hours.
- Must meet any additional specific job requirements as indicated by the department.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the department.
- May be required to work evenings and weekends.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the District's policies and procedures.

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

- Must have excellent driving record.
- 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 the 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 organized with the ability to multitask.
- Must be detail-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.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.

- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all requirements as outlined under ADOT R17-4-501.
- Must meet requirements for school bus certification, behind-the-wheel certification, first aid instructor, and third party tester.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED) required.
- One year bus driving experience.
- One year supervisory experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- The employee is required to pass the State/physical agility test.
- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 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 loud.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*