

Newport News Public Schools

Job Description

Job Title: Transportation Specialist

Position Code: 5N16

Job Classification: Non-Exempt

Supervisor: Coordinator, Planning & Special Education

Pay Grade: 21

Contract Length: 245 Days

Job Summary

Position is responsible for providing technical and other support for the Special Education department.

Essential Duties

1. Works with the special education coordinators, regular and regional schools to arrange transportation for students.
2. Assists in communicating with drivers, school personnel and the public with current route information.
3. Maintains records of special need programs and the routes which service the programs.
4. Coordinates information between drivers, special program coordinators and parents.
5. Maintains records and information as required.
6. Responds to questions asked about special education transportation.
7. Utilizes EDULOG, GPS technology, TLS, and Field Trip Manager to create, maintain and track data, route times, etc., essential for special education routes.
8. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs other related duties as assigned by Coordinator, Planning & Special Education or appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications

Requires high school diploma and formal training, special courses equivalent to satisfactory completion of one year of college education or specialized advanced training in transportation operations, general office, data entry and interpersonal skills. Some college coursework is desirable.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 25 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

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

Supervision Exercised: None

Supervision Received: Coordinator, Planning & Special Education

This job description in no way states or implies that these are the only duties to be performed by this employee. The Transportation Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator, Planning & Special Education or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date