

## Job Description

**Job Title:** Schedule Specialist  
**Position Code:**  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Transportation  
**Pay Grade:** 32  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for supervising six dispatchers and area key drivers; scheduling all bus drivers to cover routes and field trips, athletic, band, Homeless, specialized requirements such as CBI. Keeps all runs covered by assigning drivers to routes as needed. Monitors attendance and leave requests. Tracks and documents all driver and attendant work hours daily. Supervises all dispatching functions.

### **Essential Duties**

1. Manages master schedule; tracks driver work time to avoid overtime and unfair distribution of hours; documents activity schedule.
2. Supervises all aspects of dispatching to include emergency responses to crisis. Ensures drivers are assigned to all extra trips and routes while adhering to rotation policy avoiding unfair distribution of hours.
3. Operates office computer with EDULOG, Issue TRAK, Field Trip Manager, TAA, GPS, Camera Systems and office software.
4. Documents and reports driver and other problems to appropriate personnel.
5. Investigates timekeeping discrepancies discovered by Payroll.
6. Assigns substitutes daily for absent drivers.
7. Shares after hours on call (24/7) supervisor duty when assigned.
8. Coordinates with school athletics and band directors daily.
9. Responsible for investigating all bus and white fleet accidents for the entire Newport News Public School.
10. Assist parents and school administrators in resolving daily problems and concerns.
11. Ensures that drug-testing requirements are enforced, both random and post-accident.
12. Acts as the district point of contact when working with outside agencies who want to utilize district school buses. Attends meetings, oversees the terms of the contract with outside agencies, assigns drivers and collects the billing.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs other related duties as assigned by Supervisor and Executive Director.
2. Provides 24 hour on call coverage in rotation with other supervisors to ensure response after normal business hours.
3. Assigned to a road assessment team that is responsible for evaluating the road conditions in inclement weather.
4. Assists the Human Resources department with recruiting, selecting, and maintaining an authorized level of bus drivers and attendants.
5. Responsible for maintaining security contract (including scheduling hour and approving invoices).
6. Works with city EOC to manage transportation assets in support of emergencies.

### **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**

Must possess a Bachelor's degree or any equivalent combination of education & experience that would provide the noted knowledge, skills, & abilities. Some experience with dispatching and scheduling is preferred. Must possess a valid CDL to operate a school bus or must acquire such within the first 90 days of employment. First Aid/CPR Certification. Must possess skills in the use & operation of personal computers & associated software (Microsoft Access, Excel, and Word preferred). Must possess excellent analytical, organizational, and communication skills. Must be able to use EDULOG proficiently.

### **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.

Must have the ability to stand and sit for extended periods of time; 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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate to loud.

**Supervision Exercised:** Dispatchers and Area Key Drivers

**Supervision Received:** Supervisor of Transportation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Schedule Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Transportation 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 08/2025