

Antelope Valley Schools Transportation Agency

VACANCY ANNOUNCEMENT

TITLE: Director of Operations

PRIMARY PURPOSE:

To direct employees in safe and efficient transportation of all bus passengers; and to represent the Antelope Valley Schools Transportation Agency through the knowledge of applicable state statutes, education codes, policies, the collective bargaining agreement, and Board of Director's approved policy, procedures, mission, philosophy, and goals.

DESIRABLE QUALIFICATIONS:

1. High School education or equivalent.
2. Must have maintained a State of California Commercial Driver's License with appropriate endorsements and certifications for bus driver, as required by law, for a period of no less than 10 years.
3. Meet current Agency vehicle insurance qualifications for coverage to drive Agency vehicles.
4. Pass required background check.
5. Maintain a current Agency physical as required by Agency policy
6. Ability to work in a stressful, multi-tasking position involving conflict and criticism.
7. Ability to establish interpersonal relationships with individuals at all levels.
8. Ability to provide supervision, training, and motivation for all personnel in areas of responsibility.
9. Ability to communicate clearly and positively to individuals or large groups.
10. Must possess computer operational skills.

SPECIAL WORKING CONDITIONS:

Maintain emotional control under stress. Prolonged use of computers, occasional state-wide travel and prolonged and irregular hours may be required. Employee will occasionally drive in heavy traffic with distractions, continual sitting, reaching, and repetitive hand and arm motions. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes.

REPORTS TO: Chief Executive Officer

SUPERVISES: Scheduling supervisors, dispatchers, field trip accounts clerk, transportation security supervisor, and drivers.

TERMS OF EMPLOYMENT: 12 month

WAGE/HOUR STATUS: Management S-6

MAJOR DUTIES AND RESPONSIBILITIES:

1. Supervise dispatch operation of routes.
2. Coordinate District needs through school administration personnel, and related services of students transported.
3. Supervise attendance of Individual Education Plan (IEP) meetings for SPED students to coordinate student's needs and accessibility to educational programs.
4. Implement approved student routing program within area. Coordinate training and other program concerns related to this implementation.
5. Coordinate payroll associated with special needs and transit timesheets with accounting to assure efficient operation of payroll.
6. Coordinate with the Fleet Manager to assure bus needs for special needs and transit are met daily and long term.
7. Coordinate with the Safety & Training Manager to assure future driver needs and necessary trainings are planned and completed.
8. Evaluate special needs and transit personnel annually.
9. Present any budget needs for special needs and transit departments, including buses to the CEO for planning purposes.
10. Assure all union contract requirements are understood and applied daily to operations.
11. Write language representing management for Agency negotiations.
12. Apply employee discipline practices, as needed, to assure the policy, procedures, and role of the Agency are met.
13. Assume responsibilities, as necessary, in the absence of the CEO, including inclement weather procedures and press releases.
14. Oversee functions of Parent Pay.
15. Supervise custodial services and positions.
16. Perform other duties as assigned by supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

EVALUATION:

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

Any employee interested in being considered for this position shall submit to the Agency a completed employment application to Josie Delgado, Human Resources Administrator. **Position is open UNTIL FILLED.**

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"

