TRANSPORTATION ROUTING AND SCHEDULING ASSISTANT

Position Details
Class Code: 6335
Job Family: Service/Transportation Workers
Classification: Support Professional
Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision, serves as the primary contact for routing assistance for facilitators, school personnel, and parents, for providing routes, schedules, and customer service for regular and special education students.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Collects and communicates necessary route data and information related to special needs of designated students to drivers and field supervisors on a daily basis.
2. Prepares publications of student lists, runs, and routes for field supervisors, drivers, and school personnel.
3. Researches, identifies, and resolves discrepancies or inconsistencies of special education case management reports (i.e., invalid addresses and inconsistencies in information reported).
4. Performs research for general and special projects for routing and scheduling and the transportation department.
5. Collects, analyzes, and interprets a variety of data (i.e., driver audits, early childhood and case management data reports, pupil transportation stops, runs,
and routes, reports, class lists, Individualized Education Programs (IEP), as they relate to transportation, driver student removals, and driver requests to move bus stops).

6. Responds to parent, public, and other outside agency complaints and concerns related to student transportation routes and schedules.

7. Generates a log of complaints regarding bus routes, runs, and parent or public concerns.

8. Analyzes tier reports to determine slack time for run placements.

9. Assists Transportation Routing and Scheduling Analysts with the complete breakdown of driver audits, input, review and evaluation of data entered into scheduling of student transportation programs to ensure accuracy of student transportation and driver time statistics.

10. Communicates with information processors of early childhood and case management departments to ensure all required documentation is provided.

11. Attends various public events (i.e., kindergarten round-ups, annual parent meetings, magnet school recruitment informational meetings, and schools open house) to assist parents with information regarding transportation.

12. Processes Sibling Ride-Along forms to determine eligibility by assessing headcounts, bus configuration, and space availability.

13. Collects, analyzes, and maintains records in reference to extended school year (ESY), alternative education, and medical needs, IEPs, and Title 1 Choice and Title 1 Homeless Outreach Program for Education (Hope) transportation.

14. Communicates with the transition specialists regarding requests for community-based instructional (CBI) shuttles, maintains the CBI database, processes CBI information (i.e., shuttle dates, number of students/adults, destination, school of departure, times, equipment needed, requestor, and teacher of record) in a timely manner.

15. Assists the Transportation Routing and Scheduling Analyst in collecting data (i.e., length of runs, student requirements, ride along requests, linking of schools regarding bell times) and preparing reports to develop specialized runs and routes.

16. Creates bus stop locations for the analyst to assign routes per IEPs and special needs requests.

17. Prepares publications to schools, parents, and students regarding changes in bus stop locations, stop times, bus or route numbers, and letters of transportation eligibility.

18. Conforms to safety standards, as prescribed.

19. Performs other tasks related to the position, as assigned.
DISTINGUISHING CHARACTERISTICS

Involves the continual evaluation of student data (i.e., medical, special needs, behavioral, general transportation requests, etc.) for routing and updating of transportation routes and schedules using student transportation scheduling software.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations)

1. Knowledge of general office procedures, business machines, computers, and word processing.
2. Knowledge of basic research techniques.
3. Knowledge of computers, operating systems, and software applications related to assignment.
4. Ability to read and interpret student IEPs, Individuals with Disabilities Education Act (IDEA), Section 504, medical instructions, and documentation related to scheduling transportation for students with special needs.
5. Ability to collect and analyze data and present results in clear, concise reports and summaries.
6. Ability to maintain confidentiality of information.
7. Ability to communicate with persons of diverse cultural, educational, and economic backgrounds.
8. Ability to apply established procedures to work activities.
9. Ability to work under pressure, meet deadlines, and shift suddenly to new tasks as priorities change.
10. Ability to maintain accurate records.
11. Ability to concentrate on accuracy of details.
12. Ability to meet predetermined deadlines.
13. Ability to read and understand maps.
14. Ability to promote public relations and deal tactfully and diplomatically with people.
15. Ability to establish and maintain cooperative working relationships with fellow employees.
16. Ability to recognize and report hazards and apply safe work methods.
17. Ability to work flexible hours, shifts, and locations.
18. Ability to take independent action, when required.
19. Ability to plan, organize, and prioritize work with minimal supervision.
20. Ability to read and interpret written and oral instructions.
21. Ability to work cooperatively with employees, parents, and the public.
Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Three (3) years of complex clerical experience and one (1) year in the scheduling of student transportation.

KEYBOARDING/TYPING CERTIFICATION MUST FOLLOW SPECIFIC GUIDELINES IN ORDER FOR YOUR APPLICATION OR QUALIFIED SELECTION POOL (QSP) PLACEMENT TO BE CONSIDERED BY THE CLARK COUNTY SCHOOL DISTRICT:

Licenses and Certifications
None specified.

Preferred Qualifications

1. Experience with EDULOG.
2. Knowledge of geographic information system (GIS) mapping products.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities, schools, and department offices.
Work Environment

Strength
Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; 0-10 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions
Climate controlled office setting with temperatures ranging from mild to moderate, cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards
Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks
Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.
Job Revision Information

- Revised: 11/18/20
- Created: 08/01/07