

Coordinator IV, Transportation Operations

Position Details

Job Code: U7403

Reference Code: A255

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for planning and supervising the scheduling, dispatching, and day-to-day operations of the Clark County School District's transportation department, to include the oversight of school buses, school bus drivers, and transportation aides. The position is directly responsible to the Director IV, Transportation Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards pertaining to bus operations and transportation for students.
2. Supervises, evaluates, and provides training and support for assigned staff; coordinates training for other departments related to transportation access for students with and without special needs.

3. Supervises the operations and efficiency of frontline management to ensure timely and professional transportation services for students with and without special needs.
 4. Ensures that routing concerns and conflicts are reported for correction.
 5. Monitors dispatching of District's buses; coordinates the efficient operation of buses; identifies and projects bus and equipment requirements including the delivery of buses and equipment to the appropriate transportation locations.
 6. Attends individualized educational program (IEP)/multi-disciplinary team (MDT) meetings, as required to evaluate and accommodate transportation safety needs for students with special needs.
 7. Assists with investigating and resolving student transportation complaints and employee disciplinary concerns.
 8. Verifies the work hours of drivers for payroll accuracy.
 9. Monitors the budget for bus operations.
 10. Generates specific reports to track employee seniority and route selection.
 11. Acts as site administrator at designated transportation satellites and other locations, as needed.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in transportation, business, public administration, geographic information systems (GIS), or a closely related field; or currently serving as a professional-technical employee with the Clark County School District.

An earned associate's degree from an accredited college or university in transportation, business, public administration, geographic information systems (GIS), or a closely related field plus seven (7) years of transportation experience; or ten (10) years of progressively responsible transportation experience may be substituted for the bachelor's degree requirement.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of (5) years' successful supervisory experience to include supervising, directing, and evaluating employees/transportation personnel and the daily functions associated with student transportation to and from school and/or other related activities; and managerial experience in developing policies and procedures.

Preferred Qualifications

1. Experience with state-of-the-art pupil transportation-computer software and geographic information systems (GIS).
2. Knowledge of federal, state, and local laws pertaining to transportation for students with special needs.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/31/23
- Created: 12/18/08