

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Director of Transportation

Supervisor: Assistant Superintendent for
Business and Operations

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Minimum of three (3) years successful directorship experience.
2. Professional training equivalent to college degree or related field comparable field experience.
3. Prior transportation experience preferred.
4. Excellent organizational skills.
5. Experience and skills in computer data entry methods and procedures.
6. Ability to communicate effectively
7. Personal leadership qualities to include maturity of judgment and capacity to work with others.
8. Possess a valid Illinois Commercial Drivers License and Bus Driver Permit or hiring contingent upon successful attainment.

Terms of Employment:

- Twelve (12) month contract
- Twenty (20) Vacation days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Administer, update, and implement a safe and efficient transportation program to meet all the requirements of the daily instructional and extracurricular programs and activities.
2. Recommend hiring, assignment, training, promotion, transfer, and dismissal of all staff.
3. Direct and oversee the route scheduling process of transporting eligible students to their prospective schools in a timely and efficient manner.
4. Direct and oversee mechanic operations in order to maintain all district owned equipment, develop plans for preventative maintenance, and maintain record of repairs.
5. Direct, oversee and maintain the transportation budget.
6. Maintain and approve payroll for transportation personnel.
7. Address and resolve personnel issues.
8. Perform evaluations of transportation personnel.
9. Direct a transportation program in conformance with all federal, state, district and insurance regulations.
10. Coordinate with Athletic Director and building Principals in planning for extra-curricular and special school trips.
11. Act as a liaison in solving student discipline issues occurring on buses and in dealing with parent complaints or special requests.

12. Investigate all bus accidents and communicate information to the Assistant Superintendent for Business and Operations.
13. Keep current with best practices and requirements as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.