

HARLEM CONSOLIDATED SCHOOL DISTRICT #122
JOB DESCRIPTION

Transportation Specialist

Supervisor: Director of Transportation

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School diploma or equivalent
2. Comprehensive understanding of Microsoft and district specific software
3. Knowledge of common office software and equipment use
4. Excellent organizational and communication skills
5. High degree of confidentiality
6. Exceptional interpersonal and communication skills, both written and verbal
7. Associates Degree preferred but not required
8. Possess a valid Illinois Commercial Driver's License and Bus Driver Permit or hiring contingent upon successful attainment
9. Ability to work well with transportation staff, building staff, and parents
10. School district transportation experience preferred

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

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. Assist in coordination of the Transportation Department school bus routes to provide a safe and efficient transportation operation.
2. Oversee and maintain routing database. Assist in implementation of all routes and student lists.
3. Address daily transportation issues involving building personnel, transportation personnel, parents, students, and community members including safety route information.
4. Assist in coordination of required Transportation safety trainings.
5. Compile and type a variety of correspondence relating to personnel matters and other confidential correspondence.
6. Prepare confidential documents for negotiations.

7. Assist in compilation and tracking of employment documents, including certification and licensure.
8. Coordinate route bidding process and assist in the calculating compensation for any routes assigned to Drivers or Assistants.
9. Provide back up for bus drivers and bus assistant absences when necessary.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. 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.