

CLOVIS MUNICIPAL SCHOOLS

JOB DESCRIPTION

- Position:** Assistant Director of Maintenance/Transportation and Grounds
- Supervisor:** Coordinator of Maintenance and Assistant Superintendent for Operations
- General Job Description:** The Assistant Director of Maintenance/Transportation and Grounds will administer a safe and efficient transportation program so that students may enjoy the fullest possible advantage from the district's curricular and extracurricular program. This position will also be primarily responsible for district grounds and excess inventory.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with the state and local Support Performance Evaluation Plan.
11. Develop and administer a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
12. Prepare bus routes for all public schools in the district in cooperation with local contractors, and the Assistant Superintendent for Instruction.
13. Prepare and update bus schedules for all public schools, in district, in consultation with the local contractors, and the Assistant Superintendent for Instruction.
14. Recruit, train, and supervise all district owned fleet transportation personnel, and make recommendations on their employment, transfer, promotion, and release.
15. Maintain all district-owned equipment, and develop plans for preventive maintenance.
16. Prepare and administer the district transportation budget, in coordination with the Assistant Superintendent for Operations.
17. Prepare transportation reports in order that monthly payroll may be developed.
18. Authorize transportation purchases in accordance with budgetary limitations and district rules.
19. Maintain safety standards in conformance with state, and insurance regulations, and develop an accident prevention program.
20. Cooperate with school principals, and others responsible for planning special school trips.
21. Take an active role in solving discipline problems occurring on school buses, in conjunction with school principals, and/or sponsors.
22. Develop recommendations for future equipment and personnel needs.
23. Act as liaison with parents for complaints and special requests.
24. Conform with all state laws and regulations, regarding school, and activity transportation.
25. Conform with all state laws and regulations, regarding operation, training, drug testing, and monitoring of driving records of district drivers.
26. Prepare and submit all reports required by state authorities in coordination with the Assistant Superintendent for Operations.

27. Advise Superintendent on road hazards for decision on school closing during inclement weather.
28. Attend appropriate committee and staff meetings.
29. Annually evaluate the effectiveness of district-owned transportation system .
30. Supervise crossing guards.
31. Monitor the eligibility of employees to transport students in school vehicles, and conduct necessary training for employees in this area.
32. Evaluate school bus loading/unloading zones and routes for safety purposes.
33. Evaluate the walking distances to each school for hazardous walking conditions.
34. Supervise ground crews.
35. Maintain records. and dispose of district obsolete and broken inventory.

Additional Duties and Responsibilities:

1. Prepare annual in-service programs for staff.
2. Other tasks as may be deemed appropriate and necessary by the immediate supervisor(s).

Qualifications:

1. A bachelor's degree is required.
2. Four years experience in transportation preferred.
3. Two years supervisory experience preferred.
4. Experience with a school district in some capacity preferred.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

The Director of Transportation could be expected to perform any or all of the following to fulfill the physical requirements of the position:

- A. standing, kneeling
- B. sitting, stretching
- C. lifting, pulling
- D. reaching, pushing
- E. bending, tugging
- F. carrying, mopping
- G. climbing, sweeping
- H. crawling, squatting

Safety and Health Requirements:

1. TB Test
2. Must pass drug test.
3. Knowledge and awareness of OSHA regulations.
4. Knowledge of universal hygiene precautions.

Equipment/Materials Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. The following materials are handled: gasoline, oil, diesel fuel, transmission fluid, and gear lubricants.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Job responsibilities include both inside and outside duties. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be able to organize and supervise employees during inclement weather. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

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