

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

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Job Title: **Director of Transportation (M50)**

Department / Location: Transportation

FLSA Classification: Exempt

Supervisors Title: Administrator of Auxiliary Services

Contract: 242 Days

Original date: 04/85

Revised: 10/10

Revised: 12/18

Revised: 07/25

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**GENERAL FUNCTION**

The **Director of Transportation** is responsible for providing leadership and direction in all phases of the Department. Responsible for the efficient operation of the Department. Responds to concerns and problems related to the operation and services provided. Develop and manage the budgets of the department.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Ensure the efficient operation of the department by following Board goals, policies and guidelines.
- Direct and manage the annual creation and communication of eligible routes within the District. Examine and implement efficiency models of service delivery.
- Respond to concerns and problems related to the operation and services provided by the department.
- Develop and manage the budgets of the department.
- Prepare reports and materials to support recommendations to the Board of Education on matters concerning the department. Responsible for the compilation and submission of all annual reporting required by the State.
- Support the Department of Human Resources in the employment and discipline of employees and in the interpretation of policies. Assists in updating and creating job descriptions to accurately reflect transportation job duties. Directs and implements appropriate employee recruitment and retention strategies for hard-to-fill positions within the department.
- Responsible for all communications issued to schools and patrons regarding transportation services.
- Provide leadership in the assignment, supervision, evaluation and utilization of personnel.
- Serve as a District representative of the Transportation Advisory Committee (TAC) which receives feedback from schools regarding issues of concern.
- Monitor and supervise the use and security of buildings, equipment and facilities of the department.
- Direct and supervise practices that relate to the health and safety of students and personnel.
- Coordinate with the Utah State Board of Education regarding student transportation matters.
- Direct and implement planning procedures to be used by the department that include staff development training, accountability, management and evaluations.
- Work productively with diverse groups (e.g. Board of Education, school staff, patrons and governmental agencies).
- Required to travel to District schools or other locations using own transportation.

- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Follow District procurement guidelines with administrative approval.
- Ensure department records are maintained in a secure location and ensure the confidentiality of all student information.
- This position requires punctual and regular daily attendance at work.

### **NON-ESSENTIAL FUNCTIONS**

- Seek professional growth through active participation in appropriate organizations.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of three (3) years of administrative experience preferred which may include a one year full-time administrative internship.
- Experience with public education transportation issues preferred.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Requires the ability to establish and maintain a positive working environment.
- Ability to provide leadership and direction in all matters relating to the training and function of the department including:
  - Trends and developments in safety and transportation
  - State and Federal codes and guidelines.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from principals, directors, administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, Access, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*