

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DIRECTOR OF TRANSPORTATION

1. SERVICE DELIVERY

- _____ 1. Provide support to schools for pupil transportation services.
- _____ 2. Assist department staff in keeping up-to-date and well-informed about issues and changes in assigned areas of responsibility.
- _____ 3. Oversee and provide budgetary control for the area of responsibility
- _____ 4. Oversee the District’s pupil transportation system and develop plans for improvement of services.
- _____ 5. Prepare all required reports and maintain all appropriate records.
- _____ 6. Assist in the preparation of the budget for the department.
- _____ 7. Purchase, maintain and repair all school buses and other vehicles owned by the District.
- _____ 8. Consider and recommend special services, bus routes and route extensions.
- _____ 9. Investigate requests and complaints relating to transportation and respond or make recommendations as appropriate.
- _____ 10. Respond appropriately to all emergency situations.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 11. Communicate, through proper channels, to keep the Deputy Superintendent informed of impending problems or events of unusual nature.
- _____ 12. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.
- _____ 13. Collaborate with other departments and divisions.
- _____ 14. Use effective communication strategies to interact with a variety of audiences.
- _____ 15. Set high standards and expectations for self and others.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 16. Participate in District management meetings and other activities to enhance professional growth.
- _____ 17. Manage and administer personnel development through training, inservice and other developmental activities.
- _____ 18. Promote and support professional development for self and others.
- _____ 19. Select, preview, evaluate and disseminate recent and relevant professional materials.

4. SYSTEMIC FUNCTIONS

- _____ 20. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Deputy Superintendent as to their impact on the District.
- _____ 21. Exhibit support for the District’s vision, mission, goals and priorities.
- _____ 22. Make and share decisions in a timely manner.
- _____ 23. Address personnel problems promptly and directly.
- _____ 24. Respond quickly to emergency situations.
- _____ 25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 26. Prepare all required reports and maintain all appropriate records.
- _____ 27. Perform other duties as assigned.

DIRECTOR OF TRANSPORTATION (Continued)

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 28. Assist in the development of short- and long-range District plans.
- _____ 29. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 30. Anticipate potential problems and design processes and procedures to address them.
- _____ 31. Facilitate problem-solving by individuals and groups.
- _____ 32. Perform such duties and responsibilities associated with the American Disabilities Act and OSHA as they relate to assigned areas.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 33. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 34. _____
- _____ 35. _____
- _____ 36. _____
- _____ 37. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 38. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 39. The accurate and timely filing of all school reports
- _____ 40. The completion of required professional development services.
- _____ 41. _____
- _____ 42. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)