



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Dispatcher	Location:	Transportation
Reports To:	Transportation Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent. Some college preferred. Two or more years of transportation experience is desired. Prior work experience in business procedures and office practices.

Certificates and Licensure Requirements

- Commercial Driver's license (Class B) with P and S endorsements.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Under the direction of the transportation supervisor assists in the planning and coordination of the pupil transportation program and in the scheduling and assigning of bus driver personnel and interacts with the public to support in the efficient operation of the department.
- This position requires independent judgment and excellent communication and organizational skills.

Qualifications

- Ability to relate well with children, staff, and public.
- Ability to communicate effectively, orally and in writing.
- Skilled in computer system (Microsoft Office, student data and transportation software)
- Operation of routine office equipment
- Ability to work effectively without direct supervision.
- High degree of confidentiality regarding student and personnel information.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Responsibilities and Requirements

- Conduct the office routine of that division under the direction of the responsible administrator.
- Maintain accurate records as required by the state and school district.
- Comply with all district policies and procedures.
- Skilled in the area of organization, attention to detail, filing, problem solving and commitment to follow through on tasks.
- Ability to work both independently and cooperatively, set priorities, meet deadlines, and work under pressure with constant disruptions.
- Answer telephones in regard to transportation inquiries from parents, staff, and community
- Maintain professional and technical knowledge by continuing to learn through professional development, attending conferences and training.
- Work effectively as a team member within the department, the district, and with staff and public
- Responsible for communicating a positive district image to all members of the community, staff, and applicants related to this position.
- Correlate research and prepare reports as required by the administrator of this position.
- Responsible for performing those duties which protect the health and safety of students and employees.
- Assist transportation supervisor and district administration in responding to emergency situations for the purpose of ensuring the safety of students, staff, and equipment.
- Performs a variety of office administrative tasks such as completing purchasing requisitions, project management documentation, ordering materials and supplies and monitoring budgets.
- Monitors, reconciles, and assists with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts and/or purchasing; assists with fiscal planning; assists in writing and management of submissions relating to grants.
- Knowledge of methods, practices, and procedures of dispatching transportation vehicles
- Ability to monitor and communicate effectively with the drivers through two-way radios and telephones regarding routes, emergencies, and student issues.
- Advise drivers concerning issues they encounter on bus routes and established policy and procedures.
- Assign bus routes and extracurricular trips to bus drivers.
- Maintain bus routes and student data in software, monitor, update and ensure the accuracy of all system data.
- Plan, schedule, evaluate all district extracurricular trips.
- Knowledge of streets and roads within district boundaries and trip destinations
- Work with parents and school district personnel to implement individual route and schedule changes.
- Drive school bus in emergency or relief situations
- Contact emergency services regarding transportation collisions
- Perform other duties as may be required or assigned.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.