

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Special Transportation Route Assistant Position Description

LOCATION: Transportation Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 7

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director of Transportation

GENERAL DEFINITION AND CONDITIONS OF WORK

Assist Director of Transportation in managing the operation of the Warren County Public Schools Special transportation program.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Attends and participates in Individualized Education Program Meetings for students with special needs.
- Creates transportation plans for students with special needs.
- Builds positive relationships with parents and students with special needs.
- Analyzes special needs routes and schedules and makes recommendations for changes to improve the efficiency and effectiveness of the special transportation program.
- Assists in resolving issues that arise in the operation of the special transportation program.
- Assists in the interviewing and hiring recommendations of special transportation drivers and aides.
- Drives a school vehicle as needed, transporting students to and from school.
- Observes safety precautions while loading and discharging students and while the bus is in motion.
- Makes inspections of equipment and reports and defects to shop foreman or director.
- Completes trip logs, reports, and time sheets.
- Complies with and supports school and division regulations and policies.
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model.

- Provides A good role model in appearance, demeanor, dress and behavior for the students served.
- Models non-discriminatory practices in all activities.
- Performs additional duties as assigned by the Director of Transportation, which are applicable to this position and in accordance with Warren County Public Schools policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and have the ability to get along well with others. Must possess demonstrated knowledge and proficiency in clerical and office procedures. Must have knowledge and basic skills in use of Windows Office Applications and other computer software.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office processes and procedures, combined with clerical and secretarial experience.

SPECIAL REQUIREMENTS

Must demonstrate the ability to communicate effectively with parents, school administrators, and others on matters related to school boundaries, bus assignments and other transportation-related issues. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, lifting up to approximately 30 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION

The Director of Transportation will evaluate performance based on the ability and effectiveness in carrying out the above responsibilities.