



Job Title: Assistant Director, Transportation

Department: Transportation
Reports To: Director of Transportation
Grade: BG-08
Number of Days: 12 Months
Security Access: Transportation Building
Overtime Status: Exempt
Last Revised Date: March 6, 2014

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Oversee, direct, manage, and administer the District's transportation operations and activities in a manner which promotes safety and efficiency.

Minimum Qualifications:

- Bachelor's Degree in Business Administration and/or equivalent work experience
- Minimum of five years supervisory experience in transportation operations

- Commercial Drivers' License - Class B with P (passenger) and S (school bus) endorsements required

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the planning and coordination of routes and schedules to achieve the greatest degree of safety and service consistent with maximum utilization of vehicles and personnel
- Maintains records concerning mileage and passenger data and related cost information
- Oversees evaluations of drivers and staff
- Ensures that all vehicles are properly equipped and maintained for student safety
- Requires that all routes are pre-run prior to the start of the school year to ensure on-time arrival and dismissal
- Participates in recommendations for vehicle and equipment purchases
- Manages the development of training programs for all personnel
- Acts as liaison with parents, administrators, and employees for concerns and special requests
- Displays ability to work collaboratively with others on a team
- Performs other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to direct and manage budgets, personnel, and operations for a large fleet of vehicles
- Exhibit strong organization, communication, and planning skills
- Comprehensive knowledge of the principles and practices of a school district's transportation program, including operations, vehicle maintenance, fleet management computerized routing, and scheduling of vehicles
- Thorough knowledge of principles and practices of safe school bus transportation
- Ability to resolve parent, school administrator, and/or employee complaints about transportation and related issues
- Capacity to evaluate and analyze student population data and its impact on schedules, bus routes and location of bus stops
- Ability to interpret and develop transportation policy and procedures at the state and local level.
- Comprehensive knowledge of Microsoft office programs, such as Word, Excel, Access, etc.

Supervisory Responsibility:

- Must be able to effectively lead a large diverse staff while performing the following functions:
 - interview, hire, and train employees
 - plan, assign and direct work
 - appraise performance
 - reward and discipline employees

- address complaints and resolve problems

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Professional office environment
- In district travel between TPS sites and along bus routes is required

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.