

PLACEMENT/TRANSPORTATION TECHNICIAN

DEFINITION

Under the supervision of the Transportation Manager and the Transportation Supervisor, acts as a liaison between the school sites and Transportation in the placement of students and assignment of transportation, when necessary, to students enrolling in the District.

ESSENTIAL DUTIES

- f* works closely with the Transportation Supervisor in assignment of students to appropriate class placement in their school of attendance
- f* selects appropriate placement for those students whose home school does not have spots available in the classroom following District overflow procedures
- f* recognizes guidelines and legal mandates for placement of foster youth and those students meeting the criteria of the McKinney Vento Act
- f* understands and is knowledgeable of all bus routes the District offers, and the geographic area the District serves
- f* evaluates student information to determine if bus transportation is provided by the District, in keeping with Board policy and Transportation Department guidelines
- f* determines bus route and bus stop for student, and provides this information to the parent
- f* acquires parent and student signature on the District Transportation Contract, providing explanation and information to the parent and student when needed
- f* maintains the District's bus pass program (C.I. Solutions); travels to school sites to photograph students and prepare bus passes
- f* prepares and issues bus passes to new students
- f* utilizes the District's Transportation Management Systems and performs data input and drafts data-related reports which will assist the Transportation Supervisor in making decisions on bus routes
- f* assists in maintaining the computer-assisted software for the transportation department

QUALIFICATIONS

Knowledge of: Procedures, methods, strategies, and techniques pertaining to the operation of the Transportation Department; modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems; legal mandates, policies, regulations, and procedures which govern student enrollment in public schools; parental rights in the enrollment process; laws governing children in foster care, group home placement, and homeless situations; strong interpersonal skills using tact, patience, and courtesy.

Ability to: Plan, organize, and coordinate a comprehensive pupil transportation program to be utilized in the Transportation Department; communicate effectively in oral and written form*; assess difficult family situations, and refer to school sites for further assistance; effectively operate a micro-computer and use appropriate software and spreadsheet applications; work independently with little direction; establish and maintain cooperative working relationships.

*BILINGUAL positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

f will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects