

## MARION COUNTY JOB DESCRIPTION

Position Title: Director of Transportation & Student Retention
Job Class: 0090
Department: District Wide
Reports To: Superintendent/Superintendent Designee
Approved by: Marion County Board of Education
Date: 5/11/2023

**SUMMARY:** Oversees the planning and support of transportation throughout the district and works with school personnel to address learning loss.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Supervises transportation programs.
- Assists Superintendent/Superintendent Designee on school closing decisions due to inclement weather.
- Develops and administers a transportation program to meet all the regulations and requirements of the daily transportation and extracurricular activities.
- Field trip approval designee.
- Develops bus routes for the district to ensure efficiency.
- Assists Director of Vehicle Maintenance with daily transportation duties and operations.
- Recruits and supervises all transportation personnel, and makes recommendations on employment, transfer, promotion, and release.
- Approves and verifies time sheet reports for transportation staff.
- Implements, assists, and oversees summer school programs.
- Oversees and manages learning during breaks.
- Implements and oversees homebound program.
- Assists with online instruction.
- Assists instructional team with barriers to achievement, gaps, and learning loss (e.g. attendance, discipline, student apathy, etc.).
- Works collaboratively by assisting teachers with student interactions, enforcing safe behaviors, and enhancing social growth of students in the classroom.
- Participates in data reviews and a processes to determine student services and support needs for engagement and retainment, including working with students and families to reengage, maintain learning, and ultimately graduate on time.
- Monitors academic reporting systems for early alert to student performance and academic progress risk, thus identifying and providing timely interventions for those who are in need.
- Prepares and implements intervention plans to work with at-risk students.
- Communicates about progress and behavior with students and parents with respect and confidentiality and is consistent with the direction and guidance of staff, administrators, and school/district policies and procedures.
- Maintains a caseload of students with the goal of knowing the status of each student and co-creating a roadmap and plan of success.
- Handles confidential student information with tact, discretion, and in compliance with FERPA regulations.

- Discusses grades with students and assists them with strategies and plans to improve grades. Assists students with school work, coaching them through barriers.
- Oversees student behavior and safety. Takes steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
- Provides instructional support and tutoring to students in large groups, small groups, and one-on-one situations.
- Documents behavior and progress of students to assist teachers in assessing progress with education plans.
- Performs such other tasks and assumes other responsibilities as the Superintendent/Superintendent Designee may assign.

**EDUCATION and/or EXPERIENCE:** Teacher certification required, Master's Degree preferred.

**SUPERVISORY RESPONSIBILITIES:** Transportation staff and other staff assigned by Superintendent/Superintendent Designee.

*QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret documents such as safety rules and regulations, procedure manuals, and operating instructions. Ability to write routine reports and correspondence. Ability to speak effectively before groups and/or employees.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to incorporate with school safety (door access, security cameras, and other devices). Ability to use technology to support instruction, access and manipulate data, enhance professional growth and productivity, communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, draw valid conclusions, and implement corrective methods. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with students, staff, first responders, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings.

The noise level in the work environment is usually very quiet.