



JOB TITLE:	ASSISTANT DIRECTOR ROUTING AND SPECIAL POPULATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

NEW: Submitted:
01/24/2024 01/23/2024

SCOPE OF RESPONSIBILITIES

Coordinates districtwide routing efforts; develops long-term plan for routing and identifies additional opportunities for implementation, efficiency and cost-savings. Responsible for developing and efficiently implementing an effective routing system for the District's student transportation plan to safely transport students who qualify for school bus transportation. Supervises and manages transportation routing services. Responsible for development of efficient transportation routing and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Develops, generates, and coordinates all routing aspects of transportation services
- Develops, monitors, and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures
- Collaborates with Executive Administrator of Transportation and Chief Operations Officer to assess the District's transportation needs; executes the District's long range transportation services plan; establishes specific and relevant goals to improve services; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness
- Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process
- Supervises and provides leadership, direction, and oversight of assigned staff, ensuring professionalism and commitment to customer service
- Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs
- Responsible for reports, projections, and planning in all aspects of transportation routing services
- Continuously reviews demands for adding/removing routes, determines potential gains from re-routing and safely implements changes
- Establishes and oversees efficiency services and safety targets for routes and driver
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location.

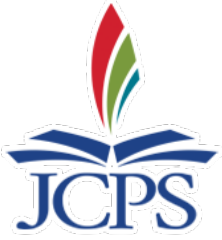
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree
Successful experience in the analysis and management of highly technical geographic data
Four (4) years of experience in public transportation activities, supply chain or logistics
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures
Successful experience in applying Geographic Information System data to routing uses
Process improvement background and training
Knowledge of federal, state and District Pupil Transportation guidelines
Experience in a diverse workplace
Geographic Information System (GIS) Certificate



NEW: Submitted:
01/24/2024 01/23/2024

JOB TITLE:	COORDINATOR ROUTING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in coordinating all aspects of pupil transportation of the District including all District programs, which qualify students for transportation. Responsible for implementing an effective routing system for the District's student transportation plan and to safely transport students who qualify for school bus transportation. Responsible for implementation of an efficient transportation routing system and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists in coordinating and supervising all aspects of pupil transportation to ensure safe and economical transportation of District students to and from school on a daily basis
- Assists in developing, implementing, and updating District school bus route system
- Assists in assigning routing system to ensure all scheduled bus routes are completed daily
- Maintains compliance with Federal and State regulations and District policies and procedures
- Assists in overseeing daily routing operations
- Assists supervisor in coordinating the scheduling of school bus fleet for maintenance to ensure safe transportation for District students
- Provides effective communication with parents, students, community organizations, news media, and district personnel
- Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs
- Establishes and oversees efficiency, services, and safety targets for routes and driver
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of experience in pupil transportation activities

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

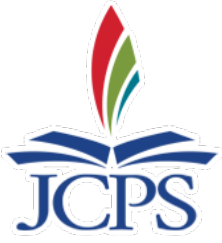
Knowledge of federal, state and District Pupil Transportation guidelines

Ability to work with groups, agencies, and organizations concerned with District routing

Ability to develop and utilize computer data for transportation

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS
Master's Degree
GIS Certificate
Successful experience in applying GIS data in a school system
Experience in a diverse workplace



NEW: Revised: Submitted:
 01/24/2024 01/23/2024
 07/01/2019 06/11/2019

JOB TITLE:	INSPECTOR MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8794
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Inspects vehicles as they are brought to the garage for all mechanical inspections
- Maintains daily work schedule and accurate records on assigned vehicles
- Maintains preventive maintenance schedule for all assigned vehicles
- Diagnoses type of repair needed during preventive maintenance inspection
- Substitutes for another mechanic when necessary
- Provides service runs when necessary
- Analyzes combustible engine failure by using electronic test equipment
- Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices
- Diagnoses diesel internal combustion engines
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location.

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of buses, trucks, and cars

~~Two (2) years of previous experience as Mechanic "A" or top mechanic rank~~

~~Pass the Bennett Mechanical Comprehension Test~~

Working knowledge of both gasoline and diesel engines

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. ~~Once achieved good for the life of employment at JCPS~~

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

~~Pass the Bennett Mechanical Comprehension Test~~

Ability to work with people in a positive manner

Experience in a diverse workplace



Revised: 01/24/2024
Submitted: 01/23/2024

JOB TITLE:	INSPECTOR MECHANIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8794
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Inspects vehicles as they are brought to the garage for all mechanical inspections
- Maintains daily work schedule and accurate records on assigned vehicles
- Maintains preventive maintenance schedule for all assigned vehicles
- Diagnoses type of repair needed during preventive maintenance inspection
- Substitutes for another mechanic when necessary
- Provides service runs when necessary
- Analyzes combustible engine failure by using electronic test equipment
- Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices
- Diagnoses diesel internal combustion engines
- Regular, predictable performance is required for all performance responsibilities
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- Completes all trainings and other compliance requirements as assigned and by the designated deadline

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100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of buses, trucks, and cars

Working knowledge of both gasoline and diesel engines

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. Once achieved good for the life of employment at JCPS

Effective communication skills

DESIRABLE QUALIFICATIONS

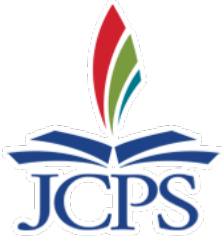
Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Pass the Bennett Mechanical Comprehension Test

Ability to work with people in a positive manner

Experience in a diverse workplace



NEW: Revised: Submitted:
 01/24/2024 01/23/2024
 09/14/2022 09/13/2022

JOB TITLE:	LEAD WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8792
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule
- Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period
- Makes necessary checks to stockroom to procure parts and information on parts
- Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures
- Works as a mechanic and with mechanics to evaluate, train and motivate them
- Maintains vehicle records
- Dispatches mechanics on service runs
- Analyzes combustible engine failure by using electronic testing equipment
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Supervises the garage in the absence of the foreman
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of buses, trucks, and cars

~~Three (3) years of previous experience as Mechanic "A" or top mechanic rank~~

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. ~~Good for the life of employment, no need to retest~~

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Working knowledge of both gasoline and diesel engines

Ability to work with people in a positive manner

Experience in a diverse workplace



Revised: 01/24/2024 Submitted: 01/23/2024

JOB TITLE:	LEAD WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8792
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be capable of participating in a continuing educational development program in upgrading technical skills. Trains other mechanics and works as lead mechanic.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule
- Evaluates and/or diagnoses repairs and progress of repairs at intervals during the work period
- Makes necessary checks to stockroom to procure parts and information on parts
- Trains mechanics on preventive maintenance inspections, vehicle records, and proper work procedures
- Works as a mechanic and with mechanics to evaluate, train and motivate them
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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of buses, trucks, and cars

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. Good for the life of employment, no need to retest

Effective communication skills

DESIRABLE QUALIFICATIONS

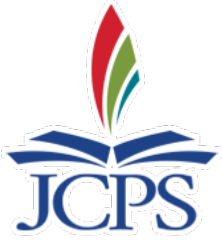
Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Working knowledge of both gasoline and diesel engines

Ability to work with people in a positive manner

Experience in a diverse workplace



NEW: Revised: Submitted:
 01/24/2024 01/23/2024
 07/17/2019 07/16/2019

JOB TITLE:	MECHANIC A
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8796
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air conditioning and electrical systems on all vehicles
- Diagnoses, repairs and/or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs and/or replaces exhaust and fuel systems
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
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PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of gas and diesel buses, trucks and cars

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. **Good for the life of employment, no need to retest**

Effective communication skills

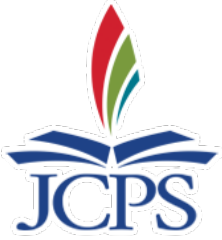
DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Ability to work with people in a positive manner

Experience in a diverse workplace



Revised: 01/24/2024 Submitted: 01/23/2024

JOB TITLE:	MECHANIC A
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8796
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills. Makes extensive and skillful repairs to all mechanical devices/parts of vehicles.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air conditioning and electrical systems on all vehicles
- Diagnoses, repairs and/or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs and/or replaces exhaust and fuel systems
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
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the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of gas and diesel buses, trucks and cars

Must have a valid Commercial Driver's License (CDL)

Master Automotive Service Excellence certification. Good for the life of employment, no need to retest

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Ability to work with people in a positive manner

Experience in a diverse workplace



NEW: Revised: Submitted:
 01/24/2024 01/23/2024
 07/17/2019 07/16/2019

JOB TITLE:	MECHANIC B
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8800
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air-conditioning and electrical systems on all vehicles
- Diagnoses, repairs and/or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs/replaces exhaust and fuel systems
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of gas and diesel buses, trucks and cars

~~Automotive Service Excellence certification in some automobile and heavy duty truck areas or be able to obtain at least one Automotive Service Excellence certification during ninety (90) day probationary period~~

Two (2) years as a mechanic's helper

Must have valid Commercial Driver's License (CDL)

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

~~Automotive Service Excellence certification in some automobile and heavy duty truck areas or be able to obtain at least one Automotive Service Excellence certification during ninety (90) day probationary period~~

Ability to work with people in a positive manner

Experience in a diverse workplace



Revised:
01/24/2024

Submitted:
01/23/2024

JOB TITLE:	MECHANIC B
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8800
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responds to the mechanical needs for vehicular preventive maintenance and breakdown repair. Must be willing to participate in a continuing educational development program in upgrading technical skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains daily work schedule and accurate records on assigned vehicles
- Processes work orders for parts used on vehicles
- Repairs heating, venting, air-conditioning and electrical systems on all vehicles
- Diagnoses, repairs and/or replaces all diesel internal combustion engines
- Repairs interior and/or exterior of vehicles as needed
- Repairs all frames (chassis), transmissions, axles, wheels, brakes and clutch assemblies
- Repairs and/or replaces the power plant and maintains the engine lubrication system
- Repairs/replaces exhaust and fuel systems
- Substitutes for another mechanic and makes service runs when necessary
- Assumes responsibility for proper use of tools, equipment and standard maintenance and safety practices
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to

100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Working knowledge of gas and diesel buses, trucks and cars

Two (2) years as a mechanic's helper

Must have valid Commercial Driver's License (CDL)

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of applicable school system policies and procedures

Ability to analyze combustible engine failure by using electronic test equipment

Automotive Service Excellence certification in some automobile and heavy duty truck areas or be able to obtain at least one Automotive Service Excellence certification during ninety (90) day probationary period

Ability to work with people in a positive manner

Experience in a diverse workplace



NEW: Submitted:
01/24/2024 01/23/2024

JOB TITLE:	SPECIALIST GEOGRAPHIC INFORMATION SYSTEMS (GIS) ROUTING SUPPORT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages Geographic Information Systems (GIS) routing efforts; develops long-term plans to include all necessary departments; develops specific web applications as needed for necessary stakeholders including administrators, parents, and the general public; creates GIS projects for students; and identifies additional opportunities for GIS implementation and cost-savings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with Academics and GIS teachers to provide educational opportunities, projects, and internships for students

Collaborates with Transportation Services to plan and optimize bus routes

Develops web mapping applications, reports, and dashboards for users as needed

Develops and maintains GIS database and technology appropriate to the function of the District

Develops custom applications for administrators, including web services for Principals and parents and all stakeholders

Develops reports, ridership projections, and route planning for transportation services

Maintains and documents all bus stop points, street centerlines, safe walk zones and boundary files for the student assignment plan in order to determine transportation eligibility

Provides training for end users for Transportation web applications and routing software

Identifies additional opportunities for routing efficiency and optimization

Manages enterprise GIS infrastructure and applications for all departments throughout the District

Provides necessary training and education for key department members in order to expand the use of GIS in the District

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office, school-based, and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 20 pounds, pushing up to 20 pounds, pulling up to 20 pounds, and standing. Hearing, reaching, talking, and walking are required frequently (up to 75% of the workweek). Feeling, grasping, repetitive motions, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree

Proficiency in knowledge and use of GIS

Three (3) years successful experience in the analysis and management of highly technical geographic data

Ability to work with all stakeholders, including parents, school staff, and other district departments

Effective communication skills

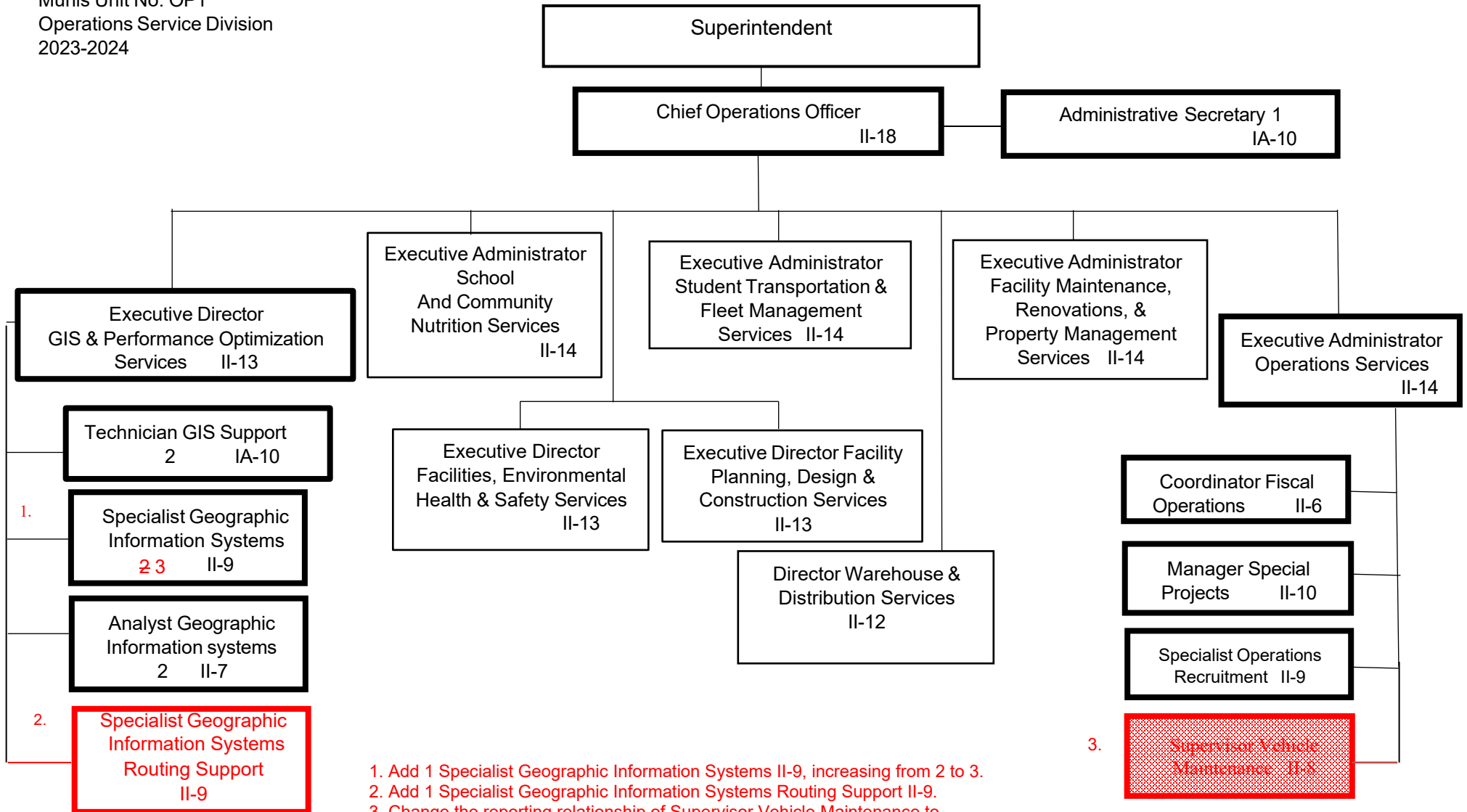
DESIRABLE QUALIFICATIONS

Master's Degree

GIS Certificate

Successful experience in applying GIS data in a school system

Experience in a diverse workplace

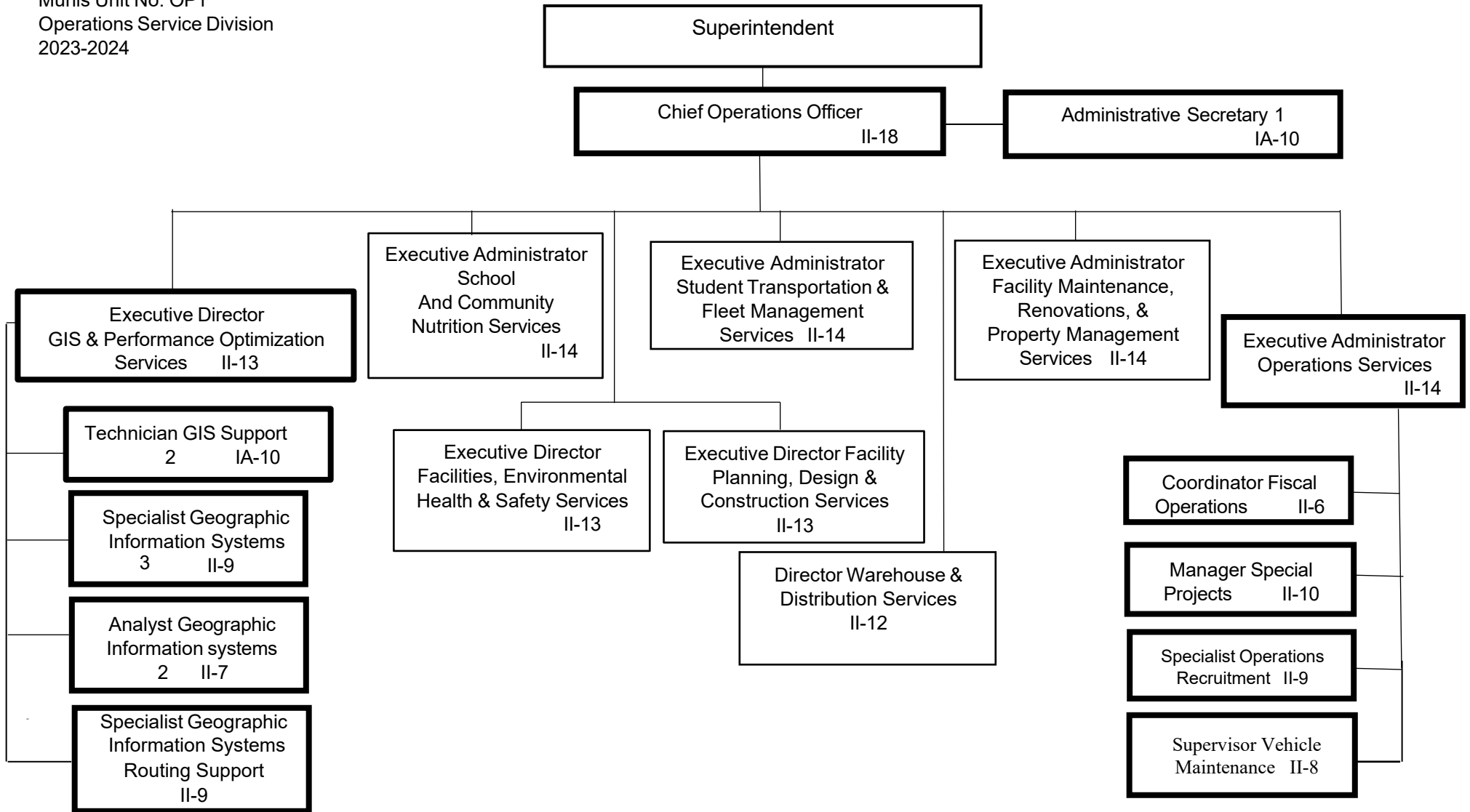


1. Add 1 Specialist Geographic Information Systems II-9, increasing from 2 to 3.
2. Add 1 Specialist Geographic Information Systems Routing Support II-9.
3. Change the reporting relationship of Supervisor Vehicle Maintenance to Executive Administrator of Operations from Executive Administrator Student Transportation & Fleet Management Services on the TR1 org chart.

Summary:

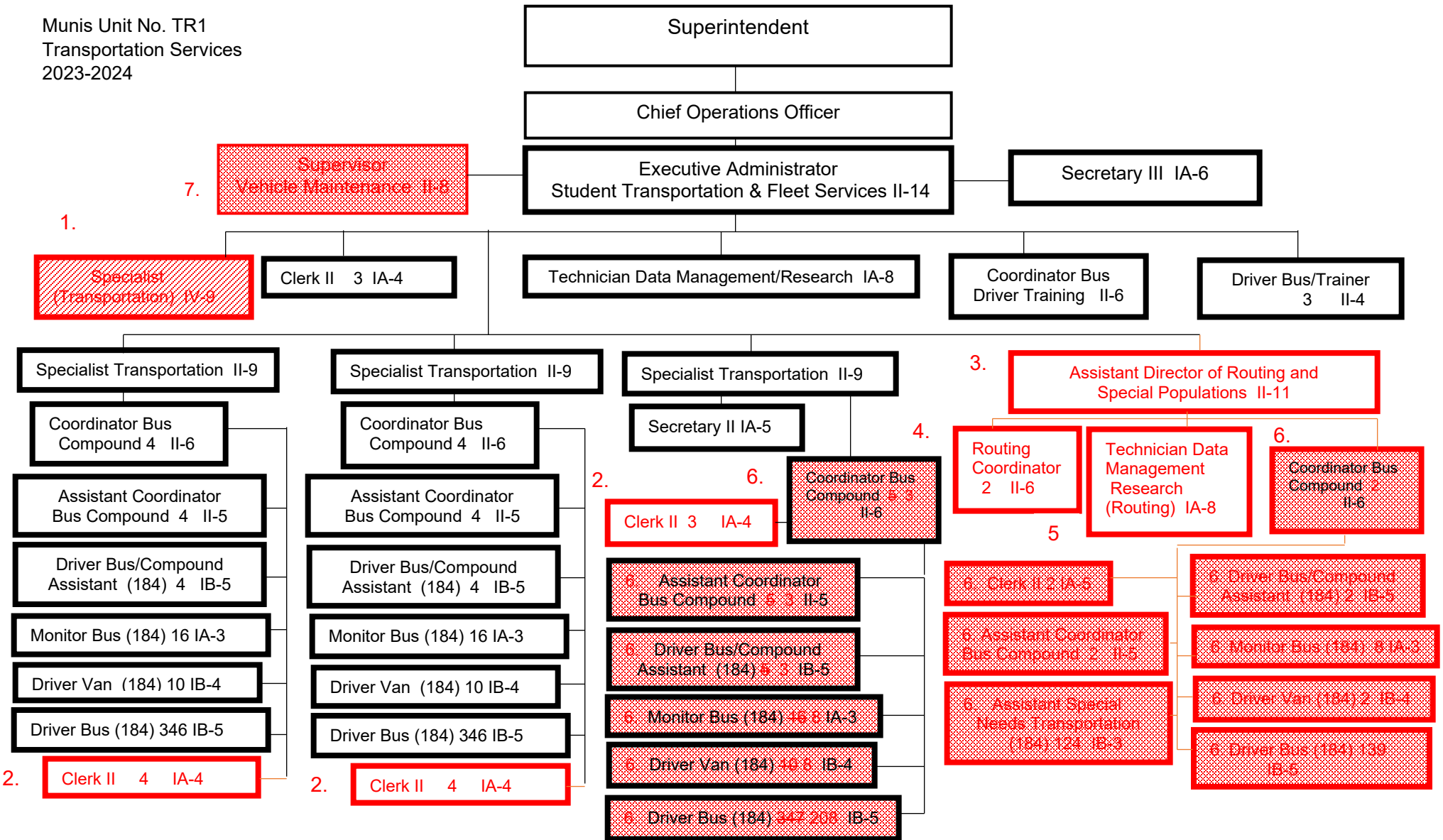
General Fund Positions: ~~13~~ 15
 Categorical Fund Positions: 0

Submitted: ~~03/28/2023~~ 01/23/2024
 Effective: ~~07/01/2023~~ 01/24/2024



Summary:

General Fund Positions: 15
 Categorical Fund Positions: 0



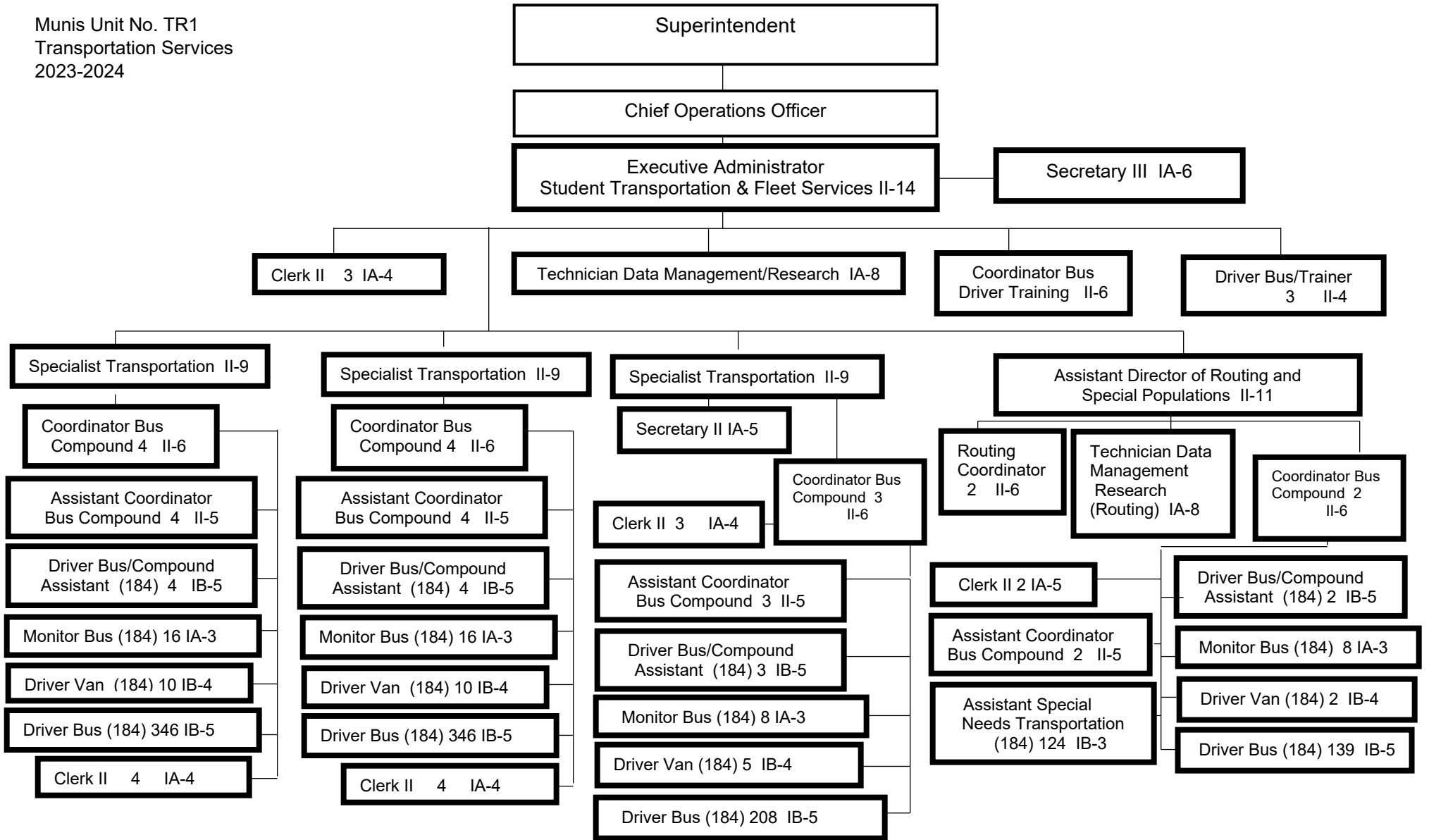
- 1. Delete Specialist Transportation
- 2. Add Clerk II positions at each compound
- 3. Add Assistant Director of Routing and Special Populations
- 4. Add 2 Routing Coordinators
- 5. Add Technician Data Management Research (Routing)

- 6. Change reporting relationship of 2 Coordinator Bus Compounds to new Assist. Director of Routing and Special Populations; 2 Assistant Coordinators Bus Compound, 124 Assistant Special Needs Transportation, 2 Driver Bus/Compound Assistant, 8 Bus Monitors, 2 Van Drivers and 139 Bus Drivers under those coordinators
- 7. Change reporting relationship to Executive Administrator of Operations on the OP1 org chart.

Summary:

General Fund Positions: ~~1295~~ 1311
 Categorical Fund Positions: 0

Submitted: ~~05/10/2022~~ 01/23/2024
 Effective: ~~05/11/2022~~ 01/24/2024



Summary:

General Fund Positions: 1311

Categorical Fund Positions: 0

Submitted: 01/23/2024

Effective: 01/24/2024