



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Coordinator, Operations
FLSA Status: Exempt
Salary Grade, if non-union: SG20
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work related to all school bus routes and all field trips for the District. Coordinates supervisory work with the management of the Transportation Operations Department.

Essential Functions of this Job

Responsible for supervision of the routing of all school buses and all field trips. Coordinates with the Director, Transportation Operations to manage the daily functions of the Operations Department in the Support Services Division. Reviews and adjusts the transportation routes as attendance zones are changed to accommodate growth, area changes or other programs that require accommodations. Collaborates in the daily supervision of the nine area offices, managing the transportation needs for all eligible K-12 students. Coordinates with the Support Services Division training office to ensure all Bus Drivers and Bus Attendants meet local, State and Federal requirements through in-service training. Develops, along with other division leaders, the administrative guidelines and policies of the division.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of school bus operation and training programs. Ability to plan, schedule and supervise the work of clerical, technical and management staff. Thorough knowledge of automated information systems and considerable knowledge of mathematics and statistics. Considerable knowledge of computer related equipment. Ability to express ideas clearly and concisely, orally and in writing. Considerable knowledge of rules and regulations of the School Board, State Board of Education and of State and Federal laws.

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Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree. Ability to obtain Vocational certification in School Bus Driver Training. At least five (5) years' experience in school transportation, school administration or related supervisory experience. Appropriate State of Florida Driver's License.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, and insects. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools and worksites within the district.

Local Code: 9935
EEO5: 44
Approval Date: 2007-08-28
Date Last Revised: 2013-12-02

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.