

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: SUPPORT

CLASSIFICATION: CLASSIFIED

JOB TITLE: TRANSPORTATION COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Special Education or designee, organize and direct the activities and operations of the SELPA transportation; schedule and coordinate Special Education pupil transportation to and from schools and out of county placements; assure proper maintenance and repair of county vehicles; train assigned personnel; perform a variety of complex and technical clerical support duties.

REPRESENTATIVE DUTIES:

Organize and direct the operations and activities of Transportation for CCOE SELPA; determine appropriate vehicles to serve students with specialized needs and schedule Special Education pupil transportation to and from schools and out-of-county placements; participate in the development and implementation of departmental policies and procedures. **E**

Assure compliance with applicable laws, rules, and regulations regarding student transportation. **E**

Maintain records and documentation required by State and/or Federal law and prepare appropriate reports related to transportation activities and personnel. **E**

Schedule and assign repairs on CCOE SELPA vehicles and assure proper inspection of vehicles; follow up on the maintenance status of vehicles. **E**

Develop transportation routes and make changes to meet changing pupil demographics; make appropriate vehicle changes to reflect immediate needs. **E**

Provide input in the evaluation of assigned staff; assist in interviewing and selecting employees; dispatch drivers to replace absentee employees and adjust routes to ensure safe student transportation. **E**

Serve as a driver when needed. **E**

Respond to urgent requests and issues based on student needs. **E**

Provide ongoing oversight of driving personnel. **E**

Develop, train and maintain a continuous program of personnel training; instructs new and continuing drivers in laws, driving techniques, and exceptional student control procedures; and maintain training records for drivers, as required by law. **E**

Develop safety standards and conduct spot safety inspections on vehicles; respond to emergency situations, including accidents, break-downs or other school bus incidents. **E**

Investigate complaints regarding driver performance and recommend action to the appropriate administrator. **E**

Communicate with school personnel and parents concerning student-related issues, such as medical and behavioral problems and changes in drop-off points; visit school and home sites to coordinate loading and unloading procedures and to ensure safe parking and drop-off points. **E**

Attend a variety of meetings as assigned; attend staff meetings and training sessions. **E**

Answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel; provide assistance and information related to program activities. **E**

Prepare and maintain program and confidential files; maintain databases and provide written information from file data; assure compliance with State and Federal requirements. **E**

Operate a computer to enter data on students or program-related information; generate lists for staff; prepare State reports from an assigned data processing system. **E**

Type a variety of materials including reports, correspondence, memos, letters, surveys, forms, and other information or related data; proofread and assure the accuracy of information. **E**

Provide work direction to assigned personnel; provide support assistance as needed regarding office activities, functions, rules or operations. **E**

Assist in the ordering and maintenance of adequate stocks of office supplies; maintain a supply inventory. **E**

Receive, sort, and distribute incoming mail; prepare outgoing mail; collect and deliver mail. **E**

Operate a computer to enter data on students or program-related information; generate lists for staff as needed; prepare State reports from an assigned data processing system. **E**

Communicate with a variety of County Office and district personnel and outside agencies to coordinate activities, exchange information and resolve issues or concerns. **E**

Operate assigned computer software systems and a variety of office equipment including a printer, copier, facsimile, calculator, typewriter, telephone, and other office machines to perform assigned duties. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office organization, operations, policies and objectives.
Advanced secretarial and administrative assistant methods and responsibilities.
Provisions of the California Motor Vehicle Code and the Education Code are applicable to the operation of vehicles in the transporting of students.
Safe driving practices.
Principles and practices of training.
Interpersonal skills using tact, patience and courtesy.
Modern administrative office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.

Record-keeping techniques.
Alpha and numeric filing systems.
Operation of office machines including computer equipment.
Word processing techniques.

ABILITY TO:

Perform a variety of complex and responsible secretarial and administrative support duties to relieve the administrator of administrative details.
Understand the specialized needs of special education student populations.
Apply, interpret, and explain the operations, policies and procedures of the assigned administrative office.
Communicate effectively both orally and in writing.
Develop and schedule efficient route systems.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Prepare and maintain administrative records and files.
Compile data and prepare reports.
Work confidentially with discretion.
Type at an acceptable rate of speed.
Plan and organize work.
Compose correspondence and written materials independently.
Meet schedules and time lines.
Operate a computer terminal to enter data, maintain records and generate reports.
Establish and maintain cooperative and effective working relationships with others.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Four years of job-related experience.
One year of experience working with children in an organized setting.
Meet Title I Paraprofessional requirement: high school diploma or the equivalent, and two (2) years college coursework (48 units); or Associate's degree or higher; or pass local assessment of knowledge and skills in assisting in instruction.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request
Valid Basic First Aid and CPR certification

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and standard office equipment.
Sitting or standing for extended periods of time.
Reaching above the shoulders and horizontally to retrieve files.
Hearing and speaking to exchange information on the telephone or in person.
Seeing to review, distribute and type materials.

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 170

Approval Date: August 2023