



# Norfolk Public Schools

The cornerstone of a proudly diverse community

## Job Announcement

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**Job Title:** Field Supervisor

**Posting Date:**  11/21/2017

**Closing Date:**  11/28/2017  
 Open Until Filled

**Job Type:** Full-Time and Non Exempt

**Contract:** 8.00 hours/day  
252 days/year  
12 months/year  
 Grade NN

**Location:** Transportation

**Pay:**  Hourly     In the Amount of: \$  
 In the Range of: \$20.19 - \$35.31  
  
 Salary     In the Range of: \$40,703 - \$71,184

***Note:*** All applicants, internal and external, must attach a completed resume for review.

### General Responsibilities

This position is responsible for providing supervisory level support in the daily operations of the transportation department. This includes, but is not limited to, directly supervising a staff of school bus drivers and attendants, providing assistance to transportation and school personnel, responding to and documenting emergencies and/or accidents, evaluating drivers and attendants, developing and updating bus routes, and serving as liaison between the transportation department and school personnel, parents, and the community.



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## Education and Experience

Requires a high school diploma, one (1) year of clerical experience, two (2) years of supervisory experience and customer service experience, and considerable experience in school transportation as a driver, scheduler or dispatcher; or any equivalent combination of education and experience. Requires a commercial driver's license (CDL) with a school bus endorsement.

## Essential Job Functions

- Directly supervises directly and evaluates the work of school bus drivers and school bus attendants.
- Conducts semi-annual bus evacuation drills.
- Responds to and assists drivers and attendants with problems and/or emergencies.
- Meets with drivers, school officials, and parents to discuss and resolve specific transportation problems/complaints.
- Ensures compliance with school bus safety regulations.
- Participates in-service to refine driving skills and to provide instruction in First Aid and CPR.
- Communicates with drivers using two-way radio.
- Performs additional duties as assigned.

## Staffing Contact

- D. Timothy Billups, SHRM-CP, PHR, IPMA-CP – Executive Director – Administrative Personnel
- Johnay Brown – Human Resources Generalist – Classified Personnel
- Sonja Hale – Human Resources Generalist – Elementary Education Personnel
- Christopher Meissel – Human Resources Generalist – Resource and Special Education Personnel
- Michael Sheets – Human Resources Generalist – Secondary Education Personnel
- Amanda Schilling – Human Resources Generalist – Substitute Teacher Personnel

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**The *mission* of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:**

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities