

Director of Transportation- Spotsylvania County Public Schools

POSITION DESCRIPTION: Provides vision and leadership for the transportation department through strategic planning, organizing, directing, administering, and evaluating division pupil transportation services in compliance with federal, state, and local regulations; works collaboratively with the Superintendent, Executive Director of Operations, and Principals to meet division and department goals; provides direction for all emergency situations as essential personnel.

QUALIFICATIONS:

Licensure:

Preferred: Postgraduate Professional License (Administration/Supervision) and/or pupil transportation certifications

Education

Required: High school diploma or GED certificate

Preferred: Bachelor's Degree from an accredited college or university

Experience

Required: Minimum of 3-5 years of successful leadership experience in private industry or in a school division

Preferred: Considerable supervisory experience in a leadership position responsible for coordinating pupil transportation

Skills & Knowledge

Required: Possesses knowledge of budget planning, personnel management, routing procedures, and applicable laws regulations, and policies; highly effective communication, listening, and interpersonal skills; strong conceptual skills and problem-solving capabilities; knowledgeable of strategic planning and improvement; ability to develop and effectively present ideas orally and in written form

DUTIES/RESPONSIBILITIES:

- Develops, interprets, and implements policies and procedures to effectively supervise and coordinate safe and efficient pupil transportation services
- Recruits and retains highly effective staff which includes making recommendations for employment, transfer, promotion, and dismissal
- Assigns and coordinates work of the transportation employees to provide efficiency of operations
- Ensures that high standards of safety are consistently implemented and that staff actively participates in ongoing quality professional learning to improve competencies
- Ensures that the facilities and equipment are maintained in accordance with relevant regulations, division standards, and fiscal consideration
- Prepares the yearly budget for the Transportation Department
- Advises the Superintendent or designee on road conditions during inclement weather
- Develops and maintains positive public relations with all stakeholders
- Serves as the liaison for the school division and responds appropriately to concerns and special requests
- Promotes a collaborative and team-oriented environment
- Performs other duties assigned

TERMS OF EMPLOYMENT: (12 -month contract, minimum of 7.5 hours per day)

SALARY RANGE: \$109,617 – \$158,810