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## ASSISTANT DIRECTOR – STUDENT TRANSPORTATION SERVICES

### **BASIC FUNCTION**

Under general direction, assist in leading the Transportation Services Department operations, including management of daily operations, staff development, policies and operational procedures, records management and regulatory compliance with State and Federal agencies.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide support to the management and supervision of the safe, economical and timely daily transportation of Portland Public Schools' students, protecting the health and safety of students and employees and recognizing the rights of each individual child to a quality education. "E"
- Participate in the selection of various types of transportation options required to transport Portland students, such as regular school bus, Special Education bus, cabs, Tri-Met, or other available options that meet student needs and comply with District and state guidelines. "E"
- Manage and approve route planning activities such as the selection of bus stops and student assignments, factoring such elements as safety, respect for private property, prescribed walking distance to and from school and bus stops and economy of operations; review recommendations of bus routes and time schedules that comply with Board adopted school begin and end times to permit maximum equipment use in meeting student needs as set forth by Transportation and Board policies. "E"
- Lead and oversee the development and maintenance of pupil accountability records; makes reports as required by law and administrative policy. "E"
- Oversee and participate in the development of Transportation Services goals, objectives, benchmarks, timelines, cost estimates, deliverables, key performance indicators and accountabilities which are linked to the District's Racial Equity Policy, Strategic Plan and Mission. "E"
- Assist in the preparation of the department budget and monitoring of expenditures. "E"
- Communicate and collaborate, both orally and in writing, with other administrators, District personnel and outside organizations to exchange information, resolve issues and coordinate activities; conduct investigations and report findings regarding student and driver concerns, behaviors and other issues identified by district leadership, community members, district constituents, parents, students and other stakeholders. "E"
- Respond to, recommend and resolve difficult and sensitive parent and citizen inquiries and complaints; confer with parents, department and district leadership on issues of potential transportation related student discipline; advise department leadership of transportation issues' status and proposed resolutions. "E"
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- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational and business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- Participate in contract negotiations and develop service level agreements with various partners. "E"

- Provide ongoing analysis of standard operating procedures, business processes and key performance indicators, to ensure efficient and economical delivery of service. “E”
- Evaluate and implement existing and new technology and software that relate to student transportation and business requirements. “E”
- Supervise and evaluate performance of staff; oversee and participate in interviewing, selecting and assigning work to personnel. “E”
- Ensure that all transportation-related District, State and Federal laws, mandates and policies are followed. “E”
- Assure compliance with local, state and federal laws relating to student transportation. “E”
- May drive district vehicles including school buses in emergency situations.
- May assume division leadership in the director’s absence.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Assistant Director – Student Transportation Services is responsible for leading and supporting multiple programs, activities, operations and staff of the Student Transportation department. This employee provides strategic thinking and leadership to assist in developing the District’s long-term transportation needs and instills a collaborative and motivating team work and customer service orientation within and across departments.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Federal Department of Transportation, Oregon Motor Vehicle, State Department of Education laws, and School District policies applicable to the operation of vehicles and student transportation.

Principles and practice relating to the management, administration, safety and organization of pupil transportation services.

Routing and dispatching techniques related to pupil transportation.

Technologies and computer applications related to student transportation.

Laws and regulations relating to student transportation.

Large scale bus and dispatching operations.

General safety regulations and techniques.

Motor vehicle specifications, types and uses.

Techniques and principles of high-quality customer service.

Principles and practices of effective leadership, management and supervision.

District policies, procedures, organizational structure.

### **Ability to:**

Participate in the planning, assignment, direction and evaluation of the work of others in a large transportation activity.

Develop operational rules, regulations and procedures.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Deliver a high-level of customer service to district stakeholders.

Advocate, model, learn and implement Portland Public School’s Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.

Respond quickly to systems’ failures and recommend procedures for improvement.

Participate in preparation and monitoring of division budgets.

Investigate issues of concern regarding transportation staff and activities.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Prepare and present data in written and oral reports, and represent the district in a variety of public settings.

Provide leadership by building, directing and motivating a diverse workforce at all levels in the division.

Operate a variety of technologies and software.

### **Education and Training:**

A Bachelor’s degree in transportation management, school business operations, business administration, public administration or a related field is required. Membership in a state or national level pupil transportation organization such as the Oregon Pupil Transportation Association is preferred.

Experience:

Five (5) years of experience in school transportation and dispatching operations, including special transportation areas such as home-to-school, special education, extra-curricular activities and related operations, with at least three (3) years in a supervisory or management role is required.

A Master's degree in any of the identified fields will substitute for two (2) years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid Class C Oregon driver's license and current School Bus Driver Certification.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Office environment; occasional driving a vehicle to conduct work; occasional evening, weekend, and variable hours.

**Hazards:** Potential conflict situations.

**Physical Demands:** Bending, crouching, stooping and walking to inspect vehicles and conduct training on vehicle safety. Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Seeing to read a variety of materials and inspect vehicles.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 40

Approval Date: March 3, 2014  
Revised: December 6, 2016

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P