

**Leon County Public Schools
Classification Specification**

Salary Grade 27

Summary Information:

Classification Title:	Manager, Transportation Operations	Date Prepared: 11/20/2018
FLSA Status:	Exempt	Authorized Location: Transportation

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
004	Staff Development	Develop and train staff. Perform needs analysis, arrange, coordinate, deliver, evaluate, and/or monitor staff development.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
031	Liaison	Liaison between staff, parents, students and principals.
045	Report Preparation (Non-Board)	Prepare required reports. This does not include reports for the Board.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
615	Internal Training – Technical or Professional Skills	Develop and/or conduct internal training in technical and/or professional skills.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on non-educational programs and performance.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.

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075	Policy Manual Development and Maintenance	Develop and maintain manuals regarding, policies, procedures, rules, bylaws, and standards for the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
408	Accident Analysis	Analyze accidents occurring on school grounds or involving school system vehicles and buses to improve safety program.
441	Bus Routing and Scheduling	Design the district's bus routing and coordinate the scheduling of district buses for the transportation of students.
617	Monitor Training	Monitor, evaluate, and revise training as needed.
227	Maintain Certification/Licensure	Maintain current certifications such as CPR, First Aid, LPN, OTA, etc., from the appropriate agency.
322-A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
560	Internal Communication	Write, edit, and communicate administration and informational matters to student and staff.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff. Arrange for courses at universities.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
713-A	Program Administration	Coordinate and administer assigned programs and/or activities.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.S. Degree or B.A. with three (3) years related experience; or A.A. degree with five (5) years related experience; or High School diploma or equivalent with seven (7) years related experience; AND Appropriate certification(s)/license(s)
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically takes <u>substantial</u> time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures
Effective Date:	02/26/2019