

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Routes Supervisor **Date Prepared:** 04/2003
FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

441	Bus Routing and Scheduling	Design the district's bus routing and coordinate the scheduling of district buses for the transportation of students.
440	Transportation Planning	Plan transportation services for students. Includes regular special events, and parent transported students.
442	Bus Accident Investigation	Investigate bus accidents. Coordinate insurance claims.
446	School District Mapping	Develop and maintain maps and street directories of the district.
443	Bus Inspections	Inspect buses for cleanliness and serviceability.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
447	Conduct Reporting	Prepare conduct reports on behavior of students. May include meeting with principals, students, or drivers.
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.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
031	Liaison	Liaison between staff, parents, students and principal.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
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 (e.g., personnel, accounting, payroll, purchasing, etc.).

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Activity Name (Cont.)

615	Internal Training - Technical or Professional Skills	Develop and/or conduct internal training in technical and/or professional skills.
032	Time Records	Maintain time records.
445	Contract Management/Administration	Ensure that bus service is being provided as specified by contract.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
409	Dispatching	Dispatch appropriate information to proper authorities.
568	Community Relations	Meet with citizens and parents. Visit schools. Attend meetings of and assist business groups, civic clubs, etc. Promote the programs of the school system.
599-A	In-Service Training	Plan, develop and conduct in-service training courses and workshops for staff.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
408	Accident Analysis	Analyze accidents occurring on school grounds or involving school system vehicles and buses to improve safety program.
603	Disciplinary Actions	Recommend the discipline and/or termination of staff. Coordinate the approval and documentation requirements.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	07/01/2003