**Job Description**

**BOARD OF EDUCATION**

**DENVILLE**

**TITLE:** Assistant to the Director of Transportation/Dispatcher

**QUALIFICATIONS:**

* Valid Commercial Driver’s License Class B with Passenger and School Bus endorsements preferred
* Excellent driving record.
* Experience in school district transportation.
* Strong interpersonal and communication skills, including analyzing situations accurately and adopting effective courses of action.
* Demonstrate professional telephone techniques and etiquette.
* Knowledge of New Jersey State laws, administrative code, and procedures for pupil transportation in the State of New Jersey.
* Knowledge of computer skills in route scheduling and other dispatching duties

**REPORTS TO:** Director of Transportation

**JOB GOAL:** Assist the Director of Transportation to manage and ensure the safe and efficient operation of school transportation.

**PERFORMANCE RESPONSIBILITIES:**

1. Assures that each scheduled route is appropriately covered by utilizing available relief or substitute personnel.
2. Maintains cordial working relationships with transportation personnel.
3. Demonstrates a comprehensive knowledge of all facets of the transportation department as required by the State of New Jersey.
4. Have a good understanding of the District's policies and regulations.
5. Demonstrates a comprehensive knowledge of surrounding roads and streets.
6. Dispatch and use two-way radios and other transportation communication devices.
7. Interact with and provide assistance to drivers and other transportation staff.
8. Communicate with parents, students, and school officials.
9. Perform other duties as assigned by the immediate supervisor.
10. Participate in appropriate in-service training and workshops and attend any required meetings.

**TERMS OF EMPLOYMENT:** Twelve months. Salary determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified supervisory staff.

APPROVED: 14 December 2015

Revised: 24 May 2021