

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: EXEMPT
JOB TITLE: TRANSPORTATION SUPERVISOR
CALENDAR: [TRANSPORTATION SUPERVISOR](#)
SALARY: [GRADE E](#)

Job Goal:

To provide our students with the knowledge, skills and attitudes to become life-long learners and responsible citizens by overseeing and providing guidance and supervision to all transportation employees in providing safe, efficient transportation services for the Chandler Unified School District. Providing administrative and operational support to the department and the Director of Transportation.

Minimum Qualifications:

- High school diploma or equivalent
- Previous supervisory experience desired, preferably in a transportation setting
- Two years or more driving experience in student transportation
- Satisfactory criminal background check
- Good communication and good human relations skills
- Ability to work with various groups, teachers, administrators and students
- CDL license or capability to get one within 90 days
- Capable of supervising a large number of workers
- Ability to manage multiple projects or assignments
- Strong organizational skills
- Good computational skills
- Ability to operate standard business equipment, including computer
- Knowledge of computer programs including word processing, data base programs and programs specific to Transportation
- Knowledge of and adheres to all policies, regulations and procedures
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Desired Qualifications

Job core Functions:

Contribute toward a positive, professional working and learning environment by:

- Responding to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Being responsible, reliable and punctual
- Maintaining courteous relationships with students, staff and parents and treating others with respect
- Directing constructive criticism toward improving the district
- Exercising positive problem solving behavior and conflict resolution skills
- Adhering to the dress code appropriate to the site and job
- Sharing sensitive student and staff information on a need to know basis
- Participating in student's daily school experience in a constructive and appropriate manner
- Motivating and creating enthusiasm and creativity among transportation staff through strong leadership and mentoring skills
- Creating and cultivating a comfortable and friendly work environment

Contribute toward productive, efficient operation by:

- Supervising the coordination and implementation of the district's Safe Student Program
- Overseeing the quality of work and evaluating employees under his/her supervision
- Supervising the computing, coding, checking and verifying of payroll data for the department
- Responding to emergency calls and accidents as needed
- Coordinating with parents, administrators, city officials and others as needed to resolve conflicts at the secondary level
- Assisting in planning transportation services for the district which includes serving on planning committees and attending district meetings when requested
- Performing administrative duties as assigned and is responsible to carry out the duties of the Director of Transportation in his/her absence
- Serving as back-up dispatcher when needed
- Being flexible and coordinating/performing other duties relating to general job function as assigned by the Director of Transportation

Contributes to maintaining a safe, risk-free working and learning environment by:

- Making the well-being of students the fundamental value in all decision making
- Establishing and maintaining cooperative working relationships
- Performing all duties in a safe and prudent manner as directed
- Following district policies as outlined

Continues job performance enhancement by:

- Participating in and/or leading in-service programs
- Participating in continuing professional growth programs. Encouraging and developing growth opportunities for staff

Core Values/Professional Qualities:

- **Excellence** in all we do. No matter how large or small, we value excellence in all parts of this organization. Excellence is a value, a quality and our most important product.
- **Equity** and fairness in all things. Education is the great leveler and we intend for all our students, staff and patrons to have the opportunity, tools and ability to succeed and excel.
- **Collaboration** is an effective decision making model as well as an effective morale enhancing model.
- **Integrity** is simply non-negotiable. Honesty, integrity and reliability are the foundations of our organization.
- **Efficiency** is the essence of being a good steward of public trust. We are supported by our community because we continually demonstrate our ability to produce the very best by carefully using the resources available.