



Job Description

POSITION TITLE: Project Leader II #6304
Dispatcher Bus Rider Services
Human Resources/Business Services

SALARY PLACEMENT: Range 6
Management Salary Schedule

SUMMARY OF POSITION:

Under the direction of the Human Resources Department, this position will assist with planning, organizing, and coordinating an efficient student transportation program. This work contributes to the overall efficiency of the daily operation of Transportation services. Responsible for scheduling and filling unfilled bus rider positions, placing available personnel, making changes and adjustments due to changes in schedules, supervising order over San Joaquin County Office of Education (SJCOE) temporary bus rider staff and to act as a liaison between the SJCOE and the student transportation provider (i.e., First Student). This position will assist with dispatching route changes and assist First Student with Special Education transportation services; provide administrative assistance in safety, operations, and personnel matters in transportation services; and perform other related duties as needed. As the Project Leader II you will serve students with Special Needs with multiple disabilities.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Graduation from high school, G.E.D. equivalency, or higher. One year of experience in the principles and practices of personnel management and/or related supervisory experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Experience working with youth, preferably youth with special needs. Experience with route planning, scheduling, and willingness to perform routine duties, working under pressure. Experience in dispatching, understanding scheduling of routes, and providing bussing related training.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- assigned software
- principles and techniques of effective supervision scheduling

Ability to:

- operate general office equipment and computerized absence management system used to schedule absences and fill vacant positions
- be flexible and receptive to change
- work a **split shift** assignment due to the needs of the position and program
- meet deadlines
- understand and carry out verbal and written instructions, policies, and procedures in an independent manner
- organize and manage workflow efficiently
- multitask in a distracting environment and make sound decisions based on consideration of competing factors
- confer with administrative personnel, drivers, site personnel, and the public on transportation services
- maintain absence and time tracking for payroll purposes

Possess:

- leadership skills

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy, insurable by the SJCOE carrier

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents management-level positions and has three levels.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Fill in when needed to ride on a bus when the position is not filled.
3. Maintain confidentiality on issues concerning program and staff.
4. Supervise and evaluate staff.
5. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain daily attendance, absence reporting, time off requests and daily call-ins.
14. Support onboarding of new members after start date trainings, orientation, scheduling.
15. Support disciplinary policies and procedures.
16. Support weekly Covid testing protocols, correspondence with Comprehensive Health and Return to Work policies for members and staff.
17. Perform a variety of clerical tasks, including typing; making copies; answering phone and communicating with staff.
18. Assume responsibility for a variety of personnel actions including participation in the selection, training, and supervision of staff members.
19. Assist Substitute Services in interpreting routes and schedules; plan fall and summer routes and schedules.
20. Participate in job related meetings as requested.
21. Ensure safe work practices, and a safe work environment.
22. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels and outdoors and on the telephone.
5. Ability to use telephones and office equipment.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. Verbal communication including the ability to speak and hear at normal room levels.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school environment as well as a guest on our Transportation Service Provider's Bus Yard and at times on a School Bus. You may come in direct contact with students, SJCOE staff, district office staff, and the public.