



## ASSISTANT DIRECTOR OF SCHOOL SERVICES/ TRANSPORTATION ACT 93, 12-MONTH POSITION

---

Parkland School District is seeking a dynamic and visionary leader with a School District Transportation background to effectively manage the Parkland student transportation system, providing safe and efficient transportation for all Parkland School District students.

### **Qualifications/Experience**

- Supervisory Level Position/Act 93
- School transportation related experience required
- Bachelor's Degree, preferred
- Must possess ability to effectively operate and manage the Parkland Student Transportation system, providing safe and efficient transportation for all Parkland School District students.
- Responsible for a fleet of 157 buses and oversee a staff of 165 that includes bus drivers and other support staff.
- Must possess outstanding interpersonal and communication skills to effectively and professionally communicate with staff, students, and parents.
- Knowledge of implementation of pertinent transportation related technologies.
- Valid Pennsylvania Commercial Driver's License Class B, "P&S" Endorsement and Air Brake Restriction Lifted, or willing to obtain
- Five (5) Years Supervisory Experience, preferred

### **Functions/Duties/Responsibilities**

- In accordance with school district policies and state regulations, establishes bus routes and stops for all public and non-public students residing with the district.
- Establishes a time schedule for all bus routes in accordance with the starting and dismissal times of all public and non-public schools.
- Establishes schedules for after school activities.
- Provides requested transportation for student athletics, field trips, elementary band rehearsals and all other functions approved by school administrators and the board of school directors.
- Maintains bus records for all Parkland students attending non-public schools.
- Receives all requests for use of district owned vehicles and approves or denies such requests in accordance with established school policies.
- Supervises Transportation Office staff and support staff.
- Interviews applicants and makes recommendations for the hiring of school bus drivers.
- Provides applications, schedules classes and coordinates all necessary instruction and training to obtain a Commercial Bus Driver's License (CDL) with endorsements and school bus certificate required to transport school students.

## **Functions/Duties/Responsibilities (cont'd)**

- Communicates diplomatically with parents, residents and administrators on matters pertaining to transportation.
- Checks roads and acquires weather information for school closings, late starts and/or early closings.
- Maintains records of validation and expiration dates for CDL school bus certificates and physician's certificates for every driver. Schedules instructor classes and appointments for renewal of all required certificates.
- Plans and directs drivers' in-service programs.
- Informs students of the approved regulations and policies governing conduct on the bus and initiates necessary action of enforcement.
- Assists Director of School Services in the development of policies and procedures relevant to the assigned areas of responsibility.
- Assists in obtaining information and completing all accident reports involving school district vehicles.
- Continues to improve administrative and supervisory skills through attendance at appropriate workshops and seminars.
- Prepares monthly and annual reports for mileage, fuel consumption and repairs for each vehicle.
- Prepares and provides information for state reports.

**DEADLINE TO APPLY: TUESDAY, OCTOBER 10, 2017**

### **Checklist for application for the above position:**

- Letter of Interest
- [Employment Application](#)
- Resume

Please call Linda Nagy, Human Resources Dept., at 610-351-5532 for more information on applying for this position. Application materials may be sent via email to [nagyl@parklandsd.org](mailto:nagyl@parklandsd.org) (PDF format only).

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**