43356 MANAGER, TRANSPORTATION ROUTE PLANNING

Apply Here:

https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=4S7

TRANSPORTATION, CENTRAL, Northwest

Work Year: Traditional 235 work days
FTE: 1.0
Salary Range: $71,481 - $89,350

Essential Functions and Objectives:

Responsible for maintaining the operational and transactional responsibilities of the department. Manages the coordination of day to day activities of a specific business function. Primary emphasis is achieving results by building engagement and empowering their teams. May have exposure for district wide initiatives.

Manages, through direct supervision, a team that coordinates and provides yellow school bus and contractor transportation for over 30,000 District students, including Special Education and RTD eligible students. Ensures Route Planning staff maintains a workplace conducive to cleanliness, harmony, productivity, and safety. Manages through quality control and direct assessments of pick up and drop off students at regularly scheduled neighborhood locations, in accordance with federal, state, local laws and regulations.

This is a working management position where school bus driving may be required.

- Manage and work with respective teams to implement policies, procedures, programs and initiatives that pertain to their functional unit. Set clear goals, organize work plans, and divide work accordingly. Assure adherence to daily operational items, such as budgets, schedules, and performance.
- Apply managerial thinking and decision making to deliver results and ensure project/team success. Provides leadership to teams in their area of responsibility.
- Solve for problems, including defining, tackling and mitigating issues or situations. Map or assess situations, formulate options and provide guidance within a defined latitude.
- Establish targets, analyze performance and follow up to ensure achievement plan is attainable.
- Analyze past trends, identify gaps, and understand district to provide recommendations.
- Work on issues that require thorough analysis; apply discretion for decisions that could impact short term goals. Uses set guidance, policies and procedures to make decisions and address operational challenges.
- Collaborate with other functions, peers and teams. Gain credibility and cooperation across the organization. Convey progress and goal results with functional areas. Conduct trainings, present findings & materials and other deliverables.
- Improves team performance through coaching, feedback and mentoring. Entrust and motivate direct reports by providing direction, and facilitate skill building.
- Manages, through direct supervision, the planning and scheduling of both yellow school bus and contractor student transportation services for transportation eligible students in accordance with District policy.
- Proactively adjusts daily schedule and work assignments to ensure transportation services are not delayed or interrupted and ensures that clear and timely communication of transportation services and service changes reach bus drivers, students, transportation and school staff, Student Services management, and parents.
- Coordinates with Student Equity personnel to ensure reasonable, efficient, and timely services are provided in compliance with the Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Public Education Act (FAPE).
- Oversees management of Route Planning staff, monitoring attendance and timekeeping; maintaining employee records; providing evaluation and corrective action; ensuring compliance with all safety procedures and programs; and providing effective training, professional development, and mentoring to ensure the highest levels of customer service and productivity are met.
- Maintains a thorough knowledge of and compliance with federal, state, and local regulations and procedures applicable to passenger transportation and evaluates District transportation services to ensure consistency with School Board policy.
- Responds to accident scenes to determine physical condition of employees, students and teachers and fulfills all necessary paperwork, drug testing, and incident reporting functions.
- Prepares, completes, and submits all department reports in a timely manner and ensures supporting documentation is captured and maintained for the annual submission of the Colorado Department of Education (CDE) 40 state transportation report.
- Prepares or oversees Transportation Department communications to the Board of Education, Superintendent and staff, the public and other administrative personnel.
- Maintains Subject Matter Expertise (SME) knowledge levels for all Department Route Planning software and regularly updates information and access to the Transportation Portal.
- Maintains extensive to expert level knowledge of union contracts that have a direct or indirect affect on Route Planning.
- Maintains expertise in updating and maintaining “District Street Files” and “No Transportation Zones” critical to Route Planning in-conjunction with District Map Services that assist schools and parents with decisions on student school of residence.

**Physical & Environmental Conditions**


**Knowledge, Experience & Other Qualifications:**

- Six (6) years of experience in a supervisory, leadership, or management position in a transportation organization with more than 10 employees directly supervised for extend time period.
- Experience working with collective bargaining units.
- Budget oversight and experience scheduling and conducting long term planning for school operations preferred.
- Five (5) or more years of management responsibility.
- Knowledge of school transportation issues and applicable local, state and federal regulations.
- Knowledge of current transportation safety policies and procedures.
- Ability to communicate diplomatically and persuasively with effective verbal, written, and presentation skills.
- Strong interpersonal and leadership skills, including the ability to lead a high-performing team.
- Strong organizational and analytic skills and strong attention to detail.
- Ability to set goals, work independently and drive results.
- Demonstrated experience performing as an effective leader and team player, and recognizing and resolving conflicts or potentially controversial situations through diplomacy.
- Ability to develop and interpret data and manage resources.
- Outstanding facilitation and communication skills, including ability to inspire others.
- Demonstrated proficiency with Microsoft Office products including Word, Excel and Outlook.
- Ability to multi-task and juggle management of several high-priority projects in parallel.
- High degree of integrity in handling confidential information.
- Ability to operate a school transportation vehicle (e.g., 29 to 72 passenger buses)
- Commercial driver’s license (with PS2 endorsements) is required or able to be acquired within 6 months; Must meet insurability requirements of the Self Insurance Pool for driving a District vehicle; Must provide copy of driving record at time of hire; Must pass Department of Transportation physical (DOT); Must be certified by Red Cross for CPR within 90 days after employment; Must clear CBI criminal/background investigation and compliance with Drug Free/Pre-hire and Random Drug testing conducted throughout duration of assignment.
Education Requirements:

- Bachelor’s Degree in Business Administration, Logistics or related field required.

Other information:

Thank you for your interest in the DPS Transportation Services Department. We are looking for individuals that demonstrate and share our DPS Core Values of Integrity, Equity, Accountability, Collaboration, Fun, and putting Students First. Come join the DPS team and make an impact at a great organization! DPS has become the fastest-growing large school district in Colorado and is widely recognized today as one of the best urban school systems in the country. We believe that innovative transportation services, and caring drivers and paraprofessionals, are an extension of the school day and support learning outside of the classroom. We are passionate about providing safe school bus transportation to our student riders. A safe pleasant ride helps students start and end the school day on a positive note. This can have an enormous impact on a student’s attitude toward school. We all have a definite role in the safe operation of our school transportation system and we would love for you to be a part of the team!

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*