Title: Director, Routing and Scheduling Efficiency
Department: Transportation Services
Reports To: Executive Director, Transportation Services

For forward-thinking administrators and educators, opportunities abound in the School District of Philadelphia. The School District of Philadelphia is committed to transforming the education opportunities it offers more than 203,000 school-aged children. The District seeks leaders who have a passion for working with schools, principals and communities who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment and vision. Will you join us?

Job Summary

Plans, organizes, and directs the scheduling, routing, activities for the Department of Transportation Services. Oversees and coordinates activities performed in multiple transportation units to enhance coordination and ensure that projects are completed accurately and on time. Manages transportation eligibility and to/from transportation assignment for pupils residing in Philadelphia County. Oversees scheduling operations to ensure generation of optimal and economical routes based on guidelines set forth by the State and the School District. Develops and implements operational procedures, policies, programs, goals and objectives which are consistent with the best standards and practices.

Essential Functions

- Oversees and directs the activities of staff responsible for determining eligibility, routing of pupils.
- Manages scheduling tasks and projects; ensures that school buses are routed and pupils are transported between home and school within a reasonable timeframe.
- Reviews routes and confirms they are scheduled in accordance with all applicable rules and regulations.
- Works closely with vendors and district garages to maintain up-to-date routes in the COMPASS system.
- Oversees the development, implementation, and maintenance of bus schedules for new routes and the modification or deletion of existing routes as needed.
- Directs the flow of pertinent information from various sources to the COMPASS system in order to accurately assess student eligibility including special education students, homeless students, and refugee students.
- Works closely with all stakeholders to ensure that student transportation data is received in a complete and accurate manner to improve the data management process.
- Manages operational aspects of ongoing projects in scheduling and central dispatch units.
- Provides managerial reports including but not limited to scheduling progress, late and no show buses, parental and school complaints, outstanding issues, and employee performance.
- Works with all necessary units in Transportation to maximize the state subsidy dollars.
- Receives, reviews and processes all transportation related reports from schools and garages.
• Maintains excellent relationships with all schools serviced and with other units in Transportation; works with all stakeholders to develop strong working relationships.
• Develops and implements long-term goals, policies and procedures.
• Collaborates with all stakeholders to discuss and agree on key project timelines or roles.
• Utilizes computer programs and applications to plan, monitor, and maintain status of work.
• Communicates pertinent messages from the Scheduling Unit to internal and external stakeholders which include, but not limited to, the Office of Specialized Services, the Office of Student Placement, the Office of General Counsel, School District Garages, Information Technology, Public Schools, Charter Schools, Non-Public Schools, and Transportation Vendors.

Minimum Requirements

• Bachelor’s degree from an accredited college or university.
• Five years of full-time, paid, professional experience in Transportation Operations, two of which have been in a supervisory capacity and has included working with geographic information system (GIS) mapping software and basic routing functionality.

OR

• Any equivalent combination of training and experience determined to be acceptable by the Office of Talent.

Knowledge, Skills and Abilities

• Demonstrated knowledge of:
  • the principles and practices utilized in managing a large, urban transportation system.
  • the modern methods and techniques used in transportation scheduling, routing.
  • federal and common state highway safety laws and regulations.
  • supervisory methods and techniques.

• Demonstrated ability to:
  • evaluate methods, procedures and techniques in scheduling, routing and make sound recommendations to improve efficiency and quality of service.
  • communicate and prepare comprehensive reports and presentations clearly and concisely.

• Ability to:
  • use a personal computer.
  • communicate effectively, both orally and in writing.
  • establish and maintain effective working relationships.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Nondiscrimination

The School District of Philadelphia provides to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability, gender identity, or genetic information. Please refer to Board Policy 104 for further information regarding the District's commitment to Nondiscrimination in Employment Practices.
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