JOB ANNOUNCEMENT

Student Transportation - Field Operations Supervisor

The Student Transportation Department is responsible for the safe and professional transport of our special education students on school buses and passenger van/sedan vehicles. We are a fun, supportive, and engaged team. We care deeply about our mission to get all students safely transported to schools so they are able to thrive academically. As a department we have frequent team building and training opportunities because we value our purpose and teamwork. The Field Operations Supervisor is a part of the Operations Team which helps to support and coach drivers. The ideal candidate is a savvy leader that can navigate competing priorities, keep up-to-date with program requirements, and is keen on process improvement in order to continue to provide exceptional service for all stakeholders.

BASIC FUNCTION

Under the general supervision from the Program Manager, responsible for ensuring safe, economical, efficient, and timely transportation of all District students and employees; assist with coordination of driver activities, resolve routing issues, coordinate route changes and special programs with drivers and with other management.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Implement and maintain successful student transportation service operations. “E”
- Responsible for day-to-day staff supervision and operations including problem solving and resolving issues related to bus routing, schedules, and student management. “E”
- Regularly perform side-by-side coaching and training to staff. “E”
- Hold staff accountable for any identified deficiencies with specific corrective actions and timeline. “E”
- Evaluate and ensure driver’s compliance with rules, regulations, and procedures as stated in current driver’s contract, handbook, procedures manual, and all Federal, State, and Local regulations and policies. “E”
- Provide consistent communication and implementation of department policies and Standard Operating Procedures. “E”
- Participate on project teams to refine Student Transportation systems and improve operations for Continuous Quality Improvement. “E”
- Encourage teamwork and communication to support department goals. “E”
- Maintain professional growth by attending and actively participating in meetings, seminars and workshops and presenting continuing education material during department meetings. “E”
- Supervision of assigned personnel including conducting evaluations, interviewing, and other personnel actions with support of Program Manager. “E”
- Investigate complaints as assigned, providing written responses. “E”
- Facilitate communications with drivers and routing office to ensure routing efficiencies. “E”
- Schedule and participate in Safety Committee and Driver Committee. “E”
- Consult with department leaders and contracted service providers on transportation matters and administrative duties related to driving operations. “E”

Portland Public Schools is an equal opportunity educator and employer.
• Coordinate STOPPS, Safety Patrol, and all programs related to student and driver safety getting to and from school. “E”

• Conduct random checks of District buses for cleanliness and compliance with state certification requirements, recommend and oversee implementation of corrective actions. “E”

• Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.

• Other duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

• Principles and practices of large-scale transportation operations.
• Working knowledge of the geographic area.
• Federal, State, and local codes and regulations governing student transportation and school bus operations.
• Workplace Safety programs.
• Technology systems used by the District and the Transportation department
• Customer service and public relations methods and practices.
• Experience managing transportation operations.
• Principles and practices of effective employee management and supervision.
• District policies, procedures, organizational structure.

**Ability to:**

• Operate various school buses.
• Work independently and take ownership of assigned tasks.
• Organization workflow with optimum efficiency.
• Interpret and apply applicable local, state, and Federal, standards, guidelines, regulations, and K-12 public education transportation programs.
• Participate in the direction and coordination of Student Transportation operations.
• Assess student transportation issues and develop recommendations.
• Analyze programs and develop effective solutions.
• Manage staff, delegate tasks, and coach to improve staff performance.
• Use initiative and independent judgment within established procedural guidelines.
• Assess and prioritize multiple tasks, projects, and demands.
• Establish and maintain effective working relationships with co-workers and clients.
• Deliver a high-level of customer service to district stakeholders.

Portland Public Schools is an equal opportunity educator and employer.
- Advocate, model, learn, and implement Portland Public Schools’ Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
- Response quickly to systems’ failures and recommend procedures for improvement.
- Provide leadership by building, directing, and motivating a diverse workforce at all levels in the district.
- Operate a computer utilizing standard and specialized software.
- Communicate effectively orally and in writing.
- Interpret, analyze, and prepare maps and written materials.

**EDUCATION AND EXPERIENCE**

**Education:** Associate’s degree in Transportations or Operations related fields.

**Experience:** Three (3) years of supervisory experience in large scale transportation operations. Preferred experience in pupil transportation or K-12 education setting.

Possession of or ability to obtain and maintain CDL and all credentials required to operate a school bus consistent with those operated in District fleet.

A Bachelor’s degree in one of the identified fields is highly desirable.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

**Special Requirements:**

Work hours may vary and require flexibility.

Possession of or ability to obtain and maintain CDL and all credentials required to operate a school bus consistent with those operated in District fleet.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions; frequent visits to District sites and location of School Buses; work hours may vary.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds;
repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** Ad Hoc.

**PAY, LOCATION & STATUS**

**FLSA:** Exempt

**Bargaining Unit:** Non-Represented

**Work Year(s):** 260

**Location:** Columbia Site – 716 NE Marine Drive

**Salary Grade:** Grade 24; $74,273 - $88,686 annual salary

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.* The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*