

## Openings as of 9/26/2024

### ***SENIOR EXECUTIVE DIRECTOR (TRANSPORTATION)***

JobID: 2095

**Position Type:**

DISTRICT LEADERSHIP/SENIOR EXECUTIVE DIRECTOR

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**Date Posted:**

9/26/2024

**Location:**

Operations: Transportation

### **POSITION SUMMARY**

The Senior Executive Director of Transportation will lead with strategic vision, operational excellence, and a commitment to ensuring safe, reliable, and efficient transportation services for all students. This senior-level role provides leadership and management oversight for all transportation services, ensuring alignment with district priorities while complying with state and federal regulations. The role demands proactive planning, collaboration with stakeholders, and a focus on customer service and operational improvement.

### **ESSENTIAL DUTIES**

#### Strategic Leadership and Operational Planning

- **Lead the development and execution** of long-term strategic plans aimed at enhancing transportation efficiency, service delivery, and alignment with district-wide goals.
- **Utilize** data analytics and performance metrics to assess transportation operations, identify areas of improvement, and implement solutions to optimize service delivery and safety.
- **Collaborate** with district leadership to ensure transportation operations are fully aligned with the district's strategic objectives and educational mission.

#### Operational Excellence and Compliance

- **Direct** all aspects of transportation operations, including fleet management, routing, safety protocols, and personnel deployment, ensuring seamless daily execution.
- **Ensure** 100% compliance with local, state, and federal laws regarding pupil transportation, driver certifications, vehicle maintenance, and safety standards.
- **Serve** as the primary point of contact for transportation-related emergencies, weather incidents, and other crises, providing decisive leadership to maintain continuity of services.

## Financial Stewardship

- **Lead** the management of the transportation budget, ensuring resources are allocated efficiently and expenditures are in alignment with district goals and financial targets.
- **Identify** opportunities for cost-saving measures while maintaining high standards of service, safety, and reliability across the department.

## Team Leadership and Professional Development

- **Oversee** the recruitment, retention, and development of transportation staff, ensuring a workforce of highly qualified, skilled professionals.
- **Foster** a culture of continuous learning and professional growth within the department through targeted leadership development programs and training.
- **Implement** rigorous performance evaluation processes for staff at all levels, providing constructive feedback and coaching to drive professional excellence.

## Stakeholder Engagement and Customer Service

- **Engage** with school leaders, parents, and community stakeholders to address transportation concerns and ensure responsive, customer-oriented service.
- **Cultivate and maintain** strong relationships with internal and external stakeholders to support and enhance transportation services.
- **Implement** strategies to enhance customer service, ensuring all transportation services are responsive to student, parent, and community needs.

## Safety and Risk Management

- **Establish and maintain** the highest standards of safety, ensuring all drivers and transportation staff adhere to rigorous safety protocols.
- **Proactively** identify potential safety risks, implementing corrective actions and prevention strategies to safeguard students and staff.
- **Regularly** evaluate safety performance metrics, implementing corrective and preventive actions to continually improve transportation safety outcomes.

Completes other tasks and duties as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **Knowledge:**

- Comprehensive understanding of pupil transportation systems, including fleet management, routing, and safety protocols, with the ability to align operations with district-wide objectives.
- In-depth knowledge of local, state, and federal laws governing transportation, vehicle safety standards, and driver certifications, ensuring full compliance.
- Expertise in long-term strategic planning and the use of data analytics to improve service delivery, operational efficiency, and safety.
- Strong knowledge of budgeting, resource allocation, and cost-saving measures to ensure transportation services operate within financial constraints while maintaining high service levels.
- Familiarity with best practices in risk management, safety protocols, and preventative safety strategies to ensure student and staff safety.

### **Skills:**

- Strong leadership skills with the ability to inspire and develop a team of transportation professionals through recruitment, retention, coaching, and performance evaluation.
- Advanced ability to collect, analyze, and interpret operational data to inform decisions, improve services, and track performance against metrics.
- Proficient in handling transportation-related emergencies and crises, such as weather incidents or operational disruptions, providing timely and effective solutions.

- Excellent interpersonal and communication skills to engage with school leaders, parents, staff, and community stakeholders, ensuring transparency and responsiveness to transportation concerns.
- Strong focus on delivering responsive, customer-centered services to meet the needs of students, parents, and schools.

**Abilities:**

- Develop and execute strategic plans that align transportation services with broader district goals and continuously improve operational outcomes.
- Ensure full compliance with all relevant laws and regulations and to monitor and adapt to changes in legal requirements.
- Identify and address operational challenges, optimize transportation routes, and implement innovative solutions to enhance service efficiency.
- Manage large transportation budgets efficiently while maintaining service quality and exploring cost-saving opportunities.
- Demonstrated ability to collaborate with district leadership and other key stakeholders to align transportation goals with district priorities and improve service delivery across the district.

**MINIMUM REQUIREMENTS**

***EDUCATION:***

- Bachelor’s degree or the equivalency required (2 years of similar work experience=1 year of college)
- Master’s degree preferred

***CERTIFICATION/LICENSE:***

- Valid George driver’s license.
- Commercial driver’s license (CDL) preferred

***WORK EXPERIENCE:***

- 5 years of higher-level management experience in a transportation services supervisory or leadership is required.
- Pupil transportation in a k-12 setting preferred.:

**COMPENSATION**

1. **Salary Range:** \$141,291 - \$181,702
2. **Leave Benefits:**
  1. 13 paid holidays annually
  2. 3 personal days per year
  3. 2 wellness days for mental and physical health
  4. Accrue up to 30 vacation days for personal time
3. **Health & Life Insurance:** Eligible for health, dental, and vision benefits, along with life insurance coverage options for you and your family.

4. **Relocation Reimbursement:** Up to \$7,000
5. **Professional Learning Opportunities:** Engage in job-embedded professional learning and development opportunities to support career growth and continuous improvement.

## **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 15 or more pounds on a frequent basis.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress

**Additional Work Conditions & Physical Abilities:** Will require travel to multiple sites.

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***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***

FMLA regulations require all employers to post the [updated FMLA notice](#).

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