EMPLOYEE NAME: ________________________________

Revised: 7/85; 2/86; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95; 2/96; 9/91; 6/00; 4/05; 9/01; 11/09; 12/10; 1/11; 4/11; 10/12; 4/13; 07/14; 6/18

## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Area Supervisor Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB CODE:</td>
<td>464Z</td>
</tr>
<tr>
<td>DIVISION:</td>
<td>Operational Support</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Transportation</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Supervisor, Special Education Transportation</td>
</tr>
<tr>
<td>SALARY SCHEDULE:</td>
<td>Transportation</td>
</tr>
<tr>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>PAY GRADE:</td>
<td>Based on NE01 (NZ00)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
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<tr>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

**PRIMARY FUNCTION:** Assists Supervisor (SPED) in safety, routing, driver training, and related areas.

### REQUIREMENTS:

1. Educational Level: High School Education
2. Certification/License Required: Valid Georgia Driver’s License
3. Experience: 2 years of experience in pupil transportation; working with special needs population experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization; background in Special Education transportation (knowledge of routing) and Special Education Law preferred

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance; work hours may vary during the school year.
2. Oversees school bus operators and operations of designated bus routes as assigned by Transportation Supervisor.
3. Assists in evaluation of assigned employees.
4. Serves as a liaison between employees, principals, administrative staff, and partners on matters concerning transportation.
5. Attends staffing, I.E.P. reviews, and other parent/school meetings.
6. Assists in preparing and maintaining records and statistics.
7. Assists drivers and monitors with student behavior problems.
8. Communicates as needed with parents and schools.
9. Develops route sheets, schedules, and maps for Special Education transportation.
10. Assists with employee in-service, training and retraining program.
11. Operates the computer system and various office related software for scheduling and routing activities.
12. Assists in compiling and updating driver handbook and driver training manuals.
13. Recommends probable cause drug/alcohol testing for Special Education employees.
14. Assists with inventory, purchase, and maintenance of equipment as directed.
15. Assists in supervising annual leave and attendance of employees.
16. Performs other duties as assigned by appropriate administrator.

Signature of Employee__________________________ Date ______

Signature of Supervisor________________________ Date ______