



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; 5/22

JOB DESCRIPTION

POSITION TITLE: Area Supervisor Assistant	JOB CODE: 464Z
DIVISION: Operational Support	SALARY SCHEDULE: Transportation
DEPARTMENT: Transportation	WORKDAYS: 238
REPORTS TO: Area Supervisor, Transportation	PAY GRADE: Based on NE01 (NZ00)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
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 Commercial Driver’s License with passenger and school bus endorsements.
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. Pre-employment and annual physical required.
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 Area 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.	Attends required area meetings, training meetings, orientation, state safety meetings, and all other meetings as requested.
17.	Coordinates mid-day routes and field trip coverage; serves as a backup to the Special Needs Dispatcher as needed.
18.	Serves as a backup to the Area Supervisor as needed.
19.	Functions as a school bus driver as needed.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____