Job Title: Administrator of Safety and Student Discipline  Exemption Status/Test: Exempt
Reports to: Transportation Director  Date Revised: June, 2017
Dept. /School: Transportation Department

Primary Purpose:
To ensure the safe and efficient transportation of students through monitoring the effectiveness of drivers and provide administrative support to the Transportation department and campuses for improved student discipline.

Qualifications:

Education/Certification:
Master’s degree from accredited university
Valid Texas Administrator’s Certification

Experience:
Minimum of five (5) years’ experience working with student discipline

Special Knowledge/Skills:
Ability to operate a school bus preferred
Bilingual candidate preferred
Excellent organizational, communication, team, multi-tasking, and interpersonal skills
Proficient skills in Microsoft Office applications, keyboarding, data entry, work processing and file maintenance
Ability to work under pressure and prioritize effectively while maintaining composure and responding in an appropriate manner
Ability to manage student behavior and supervise large groups of students
Effective telephone and communication skills
Ability to receive and give written and verbal instructions effectively
Ability to read and understand documents including policies and procedures manuals

Major Responsibilities and Duties:
1. Ensures compliance with district policies and procedures relating to student ridership and safety procedures.
2. Serves as a liaison in maintaining good rapport with students, parents, campuses and community to maximize service and resolve conflicts.
3. Promote a positive, safe, caring environment for students while on a school bus.
4. Maintains student ridership safety documentation and records.
5. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
6. In conjunction with school administration, enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
7. View bus videos and provide feedback and assistance to facilitate improvement in student conduct on a school bus.
8. Conduct ongoing assessment of drivers’ student management through use of bus video and personal observation.
9. Conducts investigations and gathers information to properly administer the safety program.
10. Builds, promotes and maintains a supportive and cooperative relationship with students, staff, campuses, parents and community to maximize service and resolve conflict.
12. Monitor the effectiveness of bus driver behavior regarding student discipline.
13. Notify driver, parents and school administration of any rider privilege changes due to bus misconduct.
15. Maintain confidentiality of information.
16. Be a positive role model for students; support mission of the school district.
17. Perform other duties as assigned.

Supervisory Responsibilities:
None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment
Posture: Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting
Motion: Contingent sitting and reaching; repetitive hand and arm motions
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.