

Job Title:	Special Education Route Specialist	Wage/Hour Status:	Hourly
Reports to:	Assistant Director of Transportation	Pay Grade:	TR6
Dept./School:	Transportation	Date Revised:	September 26, 2023

Primary Purpose

Plan, and facilitate the use of computer systems for the purpose of establishing and maintaining special needs school bus routes and required reports. Ensure that such routes provide for the safe and efficient transportation of special needs students to and from schools in the district.

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Must obtain a Valid Class "B" CDL with P & S Endorsements

Must obtain a Valid School Bus Driver Certification

Special Knowledge/Skills

- Possess an in-depth knowledge of computers and data processing skills
- Ability to read and understand documents including policies and procedure manuals
- Ability to receive and give written and verbal instructions
- Ability to operate a school bus
- Ability to pass annual DOT physical
- Ability to pass drug and alcohol test
- Acceptable driving record
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to work well with employees, management, and public

Experience

Two (2) year experience in transportation or related field

Major Responsibilities and Duties

1. Develop special needs bus routes in accordance with TEA guidelines and District policies.
2. Interact with special program administrators and school officials concerning transportation of special needs students.
3. Help campuses to place new special needs students on buses and advise drivers and/or transportation staff of new or dismissed students.
4. Generate state required route descriptions and maintain computerized files and database.
5. Communicate with transportation staff about problems or concerns they have with parents, students, teachers, and coworkers.
6. Maintain the district's routing program.
7. Maintaining and updating maps on routing software.
8. Geocoding of students and other addresses.
9. Maintain and update student database and address information.
10. Assist in providing data for the annual Texas Education Agency (TEA) reports.
11. Dispatch buses on occasions when supervisors are not present.
12. Communicate with parents, teachers, diagnosticians, and principals concerning pupil transportation problems.
13. Open and route incoming mail and answer routine correspondence.
14. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
15. Use judgment and discretion in planning work details.
16. May be required to drive any bus route or field trip school buses or on any district vehicle as needed.
17. Always maintain confidentiality.
18. May be required to work overtime, weekends and holidays as needed.

- 19. Assist with usage of and accuracy of student tracking software information for the purposes of Medicaid billing and student tracking.
- 20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Personal Computers, File Server, Printer, Copier, school bus, safety equipment, fire extinguisher, wheelchair lift wheelchair lift

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer. Work indoor and outdoor, moderate exposure to extreme temperatures (hot) and vehicle fumes.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.