



TO APPLY TO THIS POSITION, PLEASE GO TO THE NORTH CLACKAMAS SCHOOL DISTRICT JOB SITE, APPLICANT TRACKING AND APPLY TO JOBID# 4869:

<https://www.applitrack.com/nclack/onlineapp/>

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• ***Associate Director, Transportation, (1.0 FTE), FT, Perm*** **JobID: 4869**

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• **Position Type:**  
Administration - Classified

• **Date Posted:**  
11/5/2018

• **Location:**  
Transportation

• **Date Available:**  
As Soon As Possible

• **Closing Date:**  
11/20/2018

**Associate Director, Transportation, (1.0 FTE), Full-Time, Permanent**

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

**Position Summary:**

Assist in planning, directing, and coordinating all functions of the department including driver and staff supervision. Assists in: driver training, testing, and certification; dispatching and routing; transportation safety; driver communication and response; supervision of vehicle maintenance; and, development and administration of student behavior and accountability management procedures as it relates to student transportation.

**Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and

strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Four (4) years of post-high school education, or equivalent work experience, in management, business, or related fields to transportation management.
3. Minimum of four (4) years of progressively responsible experience in public transportation of which at least two years involved management responsibilities.
4. Knowledge of safety standards, laws, codes, rules, policies and regulations relating to pupil transportation.
5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines.
9. Demonstrated leadership and supervisory ability.
10. Possess a valid state driver's license, a Commercial Driver's License, and a safe driving record.
11. Possess or be eligible to obtain in a timely manner a School Bus Driver's Certificate and appropriate licensing endorsement.

12. Valid state driver's license.

**Desired Qualifications:**

13. Bachelor's or master's degree

2. Experience in K-12 pupil transportation.

3. Bilingual ability in language(s) appropriate to the District's student and parent demographics.

**Major Duties and Responsibilities:**

4. Program Operations:

e. Develops, coordinates, initiates, and delivers a bus driver training program.

2. Participates in parent/student conferences to resolve and/or prevent student misconduct issues that arise during student transportation.

c. Serves as liaison to resolve issues between drivers, staff, and patrons.

d. Collects data, develops, and provides timely and accurate transportation reports.

e. Assists in planning and implementation of department technology.

f. Investigates and resolves student injury and vehicle accident reports.

- g. Assists in accident investigations and accident reporting.
- h. Assists in establishing performance standards and supervising operational care, servicing, repair and maintenance of all transportation vehicles.
- i. May be required to operate a school bus on a periodic basis.
- ii. Staff Supervision:

Assists Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering staff training. Assuring that all mandatory safety training is provided and completed in a timely manner.
- c. Participating in the establishing of bus routing for efficiency, economy, and student safety.
- d. Fostering effective teaming and collaboration within the staff.
- e. Creating effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
- f. Creating an environment in which staff can provide open and candid feedback and suggestions on Transportation service operations and issues. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.

- g. Participating in the performance evaluation of staff to include intervention when performance fails to meet expectations.
  
- 3. Customer Service and Communication: Assists in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers. Assists in preparing school and parent communications. Responds to school and parent inquiries.
  
- 4. Accounting and Budgeting: Participates in department budget preparation, and in assuring that the department operates in conformance with the approved budget and financial control requirements.
  
- 5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs. Assists in researching and evaluating equipment needs and recommending purchase and replacement of equipment to maintain effective operations and safety.
  
- 6. Leadership: Serves as acting Director in the Director's absence.

Performs other duties as assigned.

**Retirement Plan Contribution:**

North Clackamas School District (NCSD) is a Public Employee's Retirement System (PERS) employer. PERS allows employees to contribute 6% of their salary to their Individual Account Program (IAP). However, NCSD makes the 6% contribution to its employee's IAP account. This means no money is taken out of employee paychecks, but the employee is still receiving 6% of the salary contributed to his/her retirement IAP account. In addition, NCSD makes a contribution to the employee's PERS OPSRP Pension Plan.

**Terms of Employment:**

- Approximate Annual Compensation Range (2018-2019): \$76,725 - \$88,817 (this includes the 6% employee contribution to PERS the employer pays). Additional compensation: \$1,500 - \$3,000 district paid benefit (if North Clackamas Plan VEBA chosen --- contribution made to employees each year on January 1). Includes full medical, dental, eye insurance coverage.
- Salary compensation reflects 1.0 FTE and 259-261 contract days.

**PLEASE REFER TO THE ATTACHED JOB DESCRIPTION FOR MORE DETAILED  
INFORMATION.**

**EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

**North Clackamas School District policy provides veterans and disabled veterans with  
preferences as required by law.**

Attachment(s):

- [Associate Director of Transportation](#)