

**ASSISTANT SUPERVISOR OF
TRANSPORTATION SPECIAL NEEDS COORDINATOR**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To fulfill administrative functions for the Transportation Department with a focus on coordinating special needs.

PERFORMANCE RESPONSIBILITIES:

1. Selects, trains, and evaluates of school bus drivers.
2. Provides professional development to the transportation department.
3. Records attendance in transportation department.
4. Communication with staff about attendance issues.
5. Coordinates with building staff on special transportation needs.
6. Arranges all transportation for homeless students.
7. Handles bus discipline and routing problems related to special needs transportation.
8. Helps develop greater communication between students, drivers, and administration.
9. Performs transportation office functions such as routing, telephone inquiries and other duties as needed.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised June 2016.