

June 27, 2022

## Scheduler

Transportation

Supervisory/Technical (Grade 17)

(\$57,115 - \$63,274)

12 Month, Full-time

### Scope of Responsibilities

The Scheduler is responsible for developing and maintaining district bus routes and schedules. This position also provides leadership and support for the safe and effective operation of the transportation department.

### Performance Responsibilities

1. Using computerized routing software, develops school bus routes within the framework of district policies and procedures, state law and best practices.
2. Receives written and electronic requests from school staff and transportation division staff related to establishment or change in bus routes and bus stops.
3. Publishes routes for school buses to the drivers; issues updated routes whenever changes are made in bus stop times or locations.
4. Adjust routes as required in response to student needs, requests and other concerns.
5. Work closely with the special education department and KRESA schools to ensure appropriate transportation for all special needs students.
6. Supervise and provide assistance to the driver trainers, bus aides and transportation office staff.
7. Maintains positive communication and relationships with parents, staff and the general public.
8. Interviews and recommends selection of bus drivers and bus aides.
9. Serves as a positive role model for staff and the public through appropriate dress, speech, attitude and courtesy.
10. Demonstrates a comprehensive knowledge of all facets of driver and bus aide duties as outlined in state and district regulations.
11. Communicates with department employees and schools regarding questions, concerns and suggestions and provide routine information and assistance.
12. Checks bus stops and roads for safety and reports findings to Executive Supervisor.
13. When necessary, serves as a substitute driver.
14. Prepares required written reports for the state and KRESA.
15. Schedules required state training for drivers.
16. Manages Secretary of State driver records
17. Manages the required CDL drug and alcohol testing program.
18. Minimum three years of successful experience working with children and families in

- an urban educational and diverse/multi-cultural setting.
19. Performs other duties as assigned.

### **Minimum Qualifications**

1. Associates degree in related field and/or a minimum of three (3) years of relevant experience.
2. Knowledge and experience working with computers and computer programs (including but not limited to email, Word, Excel, Google Documents and Sheets, Versatrans Routing Software)
3. Possession or ability to obtain a CDL school bus driver's license.
4. Demonstrated ability to prioritize work on multiple tasks simultaneously and work effectively and calmly under rapidly changing, demanding and high stress circumstances.
5. Strong verbal and written communication skills, strong problem-solving and decision-making skills, excellent organizational skills, and excellent interpersonal skills.
6. Demonstrated regular and reliable attendance.

**Kalamazoo Public Schools**  
Human Resources Department  
1220 Howard Street  
Kalamazoo, Michigan 49008

The position will remain posted until filled.

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