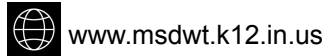


Washington Township Schools

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Indianapolis, IN 46240
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F: (317) 205-3385



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at www.msdwt.k12.in.us/careers.

JOB DETAILS

Job Title	Transportation SPED (Special Education) Coordinator/Assistant Router
Education	High School Diploma or equivalent
Location	Transportation Center
Qualifications	CDL and relevant endorsements
Work Schedule	Full-Time 6:00am – 3:00pm
Calendar Length	Year round
FLSA Classification	Salaried, Exempt
Salary	\$60,000 annually
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), 403B match, life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the general supervision of the Directors of Transportation the SPED Coordinator/Assistant Router is responsible for performing the following duties:

- Operating a school bus, when needed, to provide transportation for students requiring special accommodations, specialized equipment, or

other unique transportation arrangements, including coverage for special assignments or schedules.

- Maintaining working knowledge of special needs transportation equipment and wheelchair-accessible buses and assisting the Lead Trainer, as needed, with training drivers and Bus Assistants on the proper use of specialized apparatus, equipment, and procedures.
- Completing and maintaining all required documents and files for drivers, trainees, and bus assistants.
- Responsible for all specialty routing

Essential Functions

- Maintaining specialized transportation equipment and coordinating annual inspections to ensure equipment remains safe and operational, while working closely with Garage Management to address maintenance, repair, replacement, and compliance needs.
- Assigning bus assistants to routes with the approval of the Directors.
- Establishing performance standards, supervising operational care, service, and maintenance of all vehicles within the department.
- Coordinating student transportation activities with school officials.
- Working collaboratively with Garage Management to assess specialized transportation fleet needs and provide recommendations regarding the procurement of additional or replacement buses, as well as the appropriate retirement or disposal of aging units.
- Being responsible for maintaining and monitoring compliance with federal and state rules, regulations, and Board Policies as they relate to transportation.
- Promoting a productive environment for transportation staff and students by recognizing and solving problems, encouraging teamwork, creativity, and understanding.
- Communicating with the Department of Special Education to provide reasonable, safe, prudent transportation services in compliance with Individuals with Disabilities Education Act (IDEA) and Free and Appropriate Education (FAPE).
- Working closely with the SPED Department and attending case conferences.
- Working with Transportation staff to establish processes to assess needs, and to identify plans and procedures to improve driver and department performances.
- Evaluating all elements of the transportation program on a continuing basis;
- Establishing and maintaining good public relations.
- Making certain that all apparatus are up to Federal and State Code and that they are cleaned yearly.
- Other duties as assigned

Knowledge, Skills, and Abilities

- Observing legal and safe defensive driving practices.
- Maintaining proper operations of a school bus.
- Maintaining knowledge of applicable traffic and student transportation laws, codes, and regulations; state and local traffic laws and regulations, school district geography, and basic first aid procedures.
- Observing and reporting safety hazards and needed maintenance and/or repairs.
- Reading and navigating from visual and written maps. .
- Conducting safety inspections and performing routine preventive maintenance daily.

Required Qualifications

- CDL and relevant endorsements required.

Education

- High School Diploma or Equivalent

Experience

- Must have at least five years of pupil transportation experience, including transporting special needs students, and required CDL and endorsements.
- At least three years as a driver, trainer and/or both.
- Three years of office or business experience preferred.
- Experience with Microsoft applications including Word and Excel is required.
- Willingness to learn new computer programs is essential. Must have good oral and written communications skills, record keeping and report preparation techniques.
- Excellent interpersonal skills using patience, tact, and courtesy is essential.
- First aid training/experience necessary.
- The ability to meet schedule and time lines is critical.
- Experience with a two-way radio and other communication equipment required.
- Must be able to handle situations with tact and diplomacy and adjust to situations as necessary.

Physical Demands

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, fumes, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self-abusive tendencies of pupils.

- May complete routes within tight deadlines and continuously changing priorities and interruptions.
- Working with moving vehicles and motorized wheelchair lifts and equipment.
- Sitting, standing, and walking for extended periods of time. .
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching over head.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Accurate depth perception.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent
Ability to carry more than 50 pounds	Very Frequent
Amount to lift more than 50 pounds	Very Frequent
Amount of force to push/pull up to more than 50pounds	Very Frequent
Ability to work at a desk, conference table or in meetings of various configurations	Often
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Often

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Overhead work	Often

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.