



## STILLWATER AREA PUBLIC SCHOOLS Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Transportation Coordinator- II Special Education	<b>Department / Building:</b> Transportation
<b>Reports to:</b> Transportation Supervisor	<b>FLSA Status:</b> exempt
<b>Band/Grade/Subgrade:</b> C43	<b>Bargaining/Work Unit:</b> CSS
<b>Position Last Updated:</b> 6/2025	<b>Next Position Description Update:</b>

### SECTION II: JOB SUMMARY

This position supports the District's student transportation program with a primary focus on coordinating special education transportation services. Under the direction of the Transportation Supervisor, this role ensures compliance with relevant federal, state, and district policies while maintaining high standards of safety, service, and data integrity. The position involves routing, vendor coordination and communication with families and staff.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Special Education Transportation Coordination
<b>Percent of Time:</b>	70%	

#### Tasks involved in fulfilling above duty/responsibility:

- Designs and maintains specialized transportation routes for students receiving special education services, ensuring efficiency, safety, and compliance with IEP and legal requirements.
- Works with families, case managers, building leaders, and service providers to coordinate transportation logistics and resolve issues.
- Uses routing software and student data systems to ensure real-time accuracy and service alignment.
- Supports the transportation needs of other specialized groups (e.g., care and treatment, homeless, out-of-district placements).
- Monitors contractor performance, investigates service concerns, and ensures safety training is conducted in accordance with state law.
- Designs and maintains District transportation routes through the effective and efficient use of transportation software, including but not limited to, determining number of routes needed, establishing routes and route combinations, assignment of students to school bus stops, daily maintenance activities, new student downloads, and the updating of maps.
- Create and maintain routing for all special education, homeless care and treatment students to ensure maximum efficiencies and safety for all students.
- Continually analyzes the system to anticipate problems including overloads, timing of runs/routes, and inappropriate or unsafe routes, determining a course of action and executing changes accordingly.
- Serves as liaison between the District and its transportation contractor, monitors performance, investigates complaints related to route operations, and takes action to correct problems as necessary.
- Serves as the initial contact and a primary resource for others inside or outside the District with regard to the policies, procedures and administrative details of transportation routing and vehicle scheduling for which responsible.
- Coordinates scheduling of the District's vehicles, ensuring users are fully aware of relevant policies and procedures.

- Works with the transportation team as the SPED student transportation securement trainer for district staff on safe use and securement depending on the type of vehicle being used.
- Assist in MDE MARSS reporting for all SPED transportation
- Works closely with school staff and other District staff to anticipate and plan transportation requirements for activities, estimates costs and time tables, and coordinates service and delivery of transportation with the District's contractors.
- Prepares and distributes information, mailings, and email regarding transportation as appropriate.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility: Routing, Reporting &amp; Vendor Collaboration</b>
<b>Percent of Time:</b>	25%	

**Tasks involved in fulfilling above duty/responsibility:**

- Utilizes district transportation software to create, adjust, and maintain bus routes and van routes and student assignments.
- Monitors performance and contract compliance of external vendors.
- Serves as a liaison to ensure route accuracy and student safety.
- Partners with school staff to coordinate activity transportation needs.
- Assists in the verification and processing of contractor billing.
- Collects and reports transportation data for state reporting and reimbursement processes.
- Maintains accurate records related to eligibility, routing, service logs, and safety data.
- Assists in evaluating and improving transportation systems and service delivery models.
- Coordinate the annual reimbursement process for non-public students.
- Assists with verification and processing of monthly transportation bills.
- Supports internal audits and contributes to policy reviews.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility: Special Projects</b>
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Performs other job-related duties as requested or assigned.

*This job description is intended to outline the general nature and key responsibilities of the role. It is not an exhaustive list of all duties, responsibilities, and qualifications required. The district reserves the right to modify, add, or remove duties as necessary.*

## **SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of student transportation systems and applicable regulations, with emphasis on special education transportation and safety standards.
- Strong understanding of Minnesota data privacy laws and public data request protocols.
- High level of competency in using transportation routing software and student data systems.
- Strong communication, customer service, and conflict resolution skills.
- Ability to manage complex logistics and timelines for both transportation services and public data responses.
- Detail-oriented with strong organizational skills and the ability to prioritize multiple demands.
- Ability to maintain confidentiality and ensure accurate documentation.
- Proven ability to build relationships and collaborate with internal and external stakeholders.

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- High school diploma or GED equivalent.
- Associate's degree or equivalent combination of training and experience.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VI: EXPERIENCE REQUIREMENTS

- Familiarity with transportation software platforms and student information systems required.
- Additional certifications in data practices or transportation safety preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of learning, environment, and resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	N	Quiet (i.e., private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e., business office with typewriters/ printers, light traffic)	O	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	N			Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e., many children laughing & playing, large earth moving equipment)	N	Varying weather conditions	N
Distinguishing smell	N	Very loud noise (i.e., jack hammer, front row rock concert)	N	<b>Sight</b>	
Distinguishing temperature	N			Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O