

PLEASE POST

## HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS

**Bulletin # 13**

**2016 – 2017**  
**Personnel Series**

**July 15, 2016**

**TO:** ALL PERSONNEL

**FROM:** Mark T. Brophy, Director, Instructional Support Personnel

**SUBJECT:** ASSISTANT TRANSPORTATION COORDINATOR – CONTRACT COMPLIANCE

**REPORTS TO:** DIRECTOR OF TRANSPORTATION  
TRANSPORTATION COORDINATOR

**ANTICIPATED START DATE:** IMMEDIATELY

**ACCOUNTABILITY OBJECTIVE:**

Responsible for monitoring vendor performance regarding contract compliance. Assist Special Education Transportation Coordinator and Assistant Transportation Coordinator with operation of WPS school bus operations office. Professionally communicate with students, parents, school administrators, staff and others to direct and convey expectations.

**PRINCIPAL RESPONSIBILITIES:**

1. Oversee contracted transportation service to ensure full compliance with all contractual requirements.
2. Serve as direct point of contact with transportation providers regarding contractual requirements.
3. Conduct on-site inspections of contracted transportation vehicles in accordance with contractual specifications.
4. Review and maintain certified payroll records of contracted transportation providers, when required by state laws and local ordinance.
5. Analyze bus stop location requests and make recommendations to the Director of Transportation on appropriate locations.
6. Assist the Director of Transportation on analyzing, and developing transportation routes using Versa-Trans software program.
7. Conduct transportation safety training to district drivers and monitors.
8. Assist Transportation Coordinator and other Assistant Transportation Coordinator(s) with operation of WPS school bus operations, including customer service, dispatch radio communications, assignment of vehicles, vehicle maintenance and inventory, etc.
9. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, national origin, sexual orientation, homelessness, or disability.

10. Performance of other job-related duties as assigned.

**REQUIRED QUALIFICATIONS**

1. High School diploma or equivalent.
2. 1 year of experience.
3. Valid Massachusetts driver's license.
4. Flexible and capable of handling emergencies using sound judgement.
5. Computer literate with a working knowledge of Word and Excel.
6. Ability to interpret Zonar GPS data relative to contract compliance.
7. Awareness and sensitivity for the unique challenges associated with transporting children with special needs.
8. Positive attitude, professional and friendly demeanor.
9. Strong communication and customer service skills.
10. Strong organizational skills.
11. Must be detail oriented.

**PREFERRED QUALIFICATIONS**

1. Valid CDL with passenger and "S" endorsement.
2. Valid Massachusetts school bus operator's certificate.
3. Ability to speak Spanish, Portuguese, Arabic, Vietnamese, Albanian, or an African Language.

**WORK YEAR:** 52 week position / 40 hours weekly with overtime (3 to 4 hours/weekly)

**WORK DAY:** 8 hours/daily

**TO APPLY:** Any person interested in this position should apply on-line on or before July 31, 2016 at [www.worcesterschools.org](http://www.worcesterschools.org).

***\*Interviews will be scheduled during the first week of August 2016.***

***This deadline does not preclude further advertisement or recruitment.***