

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHEDULING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Manager-Transportation Operations, schedule, coordinate and monitor regular and special education bus routes to assure daily transportation and field trips run safely and efficiently; maintain computerized routing system, inputting data and producing reports; communicate with parents, staff and administrators regarding student needs, transportation and bus routes.

ESSENTIAL FUNCTIONS:

Schedule, coordinate and monitor regular and special education bus routes to assure daily transportation and field trips run safely and efficiently; develop and modify annual schedules as appropriate to individual bus routes; assign bus drivers.

Maintain computerized routing system, inputting data and producing reports; communicate with Facilities and Planning and Technology Services Departments to assure accurate input of new District subdivisions, addresses, District map updates and new student information.

Communicate with parents, staff and administrators regarding student needs, transportation, field trip requests and bus routes; serve as a department resource regarding transportation services and respond to inquiries and provide information.

Maintain current knowledge of California Highway Patrol rules and regulations to assure the safety of bus stops and routes.

Prepare and maintain a variety of records and reports related to master schedules, bus routes and field trips; compile related information and maintain filing system.

Assist supervisors with scheduling; provide various information in the absence of the Transportation Operations Manager as necessary; assist and relieve supervisors as assigned.

Prepare transportation schedules to media publication; type memoranda and correspondence as needed.

Operate a variety of standard office equipment including a typewriter, calculator, copier, computer and assigned software, and two-way radio.

Assist dispatch personnel with performing duties as directed.

Drive a school bus as necessary; maintain all components of the Bus Driver job description.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Scheduling and data entry techniques.
Record-keeping techniques.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
First aid and medical care and emergency evacuation procedures.

ABILITY TO:

Schedule, coordinate and monitor bus routes.
Maintain computerized routing system.
Communicate with parents, staff and administrators regarding student needs, transportation and bus routes.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of California Highway Patrol rules and regulations.
Maintain records and prepare reports.
Meet schedules and time lines.
Type at a minimum of 35 words per minute from clear copy.
Analyze situations accurately and adopt an effective course of action.
Operation of a computer and assigned software.
Operation of a two-way radio to communicate instructions to bus drivers for routine and emergency problems.
Assist in and communicate the resolution of situations involving student discipline/behavior problems.
Learn methods of scheduling bus routes.
Learn applicable sections of the State Education Code and other applicable laws.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Sit for extended periods of time.
Hear and speak to exchange information in person and on the telephone.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of experience in scheduling transportation services or a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.