

## **PLACEMENT/TRANSPORTATION TECHNICIAN**

### **DEFINITION**

Under the supervision of the Registration Center Manager and the Transportation Supervisor, acts as a liaison between the two departments in the placement of students and assignment of transportation, when necessary, to students enrolling in the District.

### **ESSENTIAL DUTIES**

- works closely with the Registration Manager in assignment of students to appropriate class placement in their school of attendance
- selects appropriate placement for those students whose home school does not have spots available in the classroom following District overflow procedures
- recognizes guidelines and legal mandates for placement of foster youth and those students meeting the criteria of the McKinney Vento Act
- understands and is knowledgeable of all bus routes the District offers, and the geographic area the District serves
- evaluates student information to determine if bus transportation is provided by the District, in keeping with Board policy and Transportation Department guidelines
- determines bus route and bus stop for student, and provides this information to the parent
- acquires parent and student signature on the District Transportation Contract, providing explanation and information to the parent and student when needed
- maintains the District's bus pass program (C.I. Solutions); travels to school sites to photograph students and prepare bus passes
- prepares and issues bus passes to new students
- utilizes the District's Transportation Management System (EDULOG) and performs data input and drafts data-related reports which will assist the Transportation Supervisor in making decisions on bus routes

### **QUALIFICATIONS**

**Knowledge of:** Procedures, methods, strategies, and techniques pertaining to the operation of the Registration Center and the Transportation Department; modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems; legal mandates, policies, regulations, and procedures which govern student enrollment in public schools; parental rights in the enrollment process; laws governing children in foster care, group home placement, and homeless situations; strong interpersonal skills using tact, patience, and courtesy.

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**Ability to:** Plan, organize, and coordinate a comprehensive pupil transportation program to be utilized in the Registration Center; communicate effectively in oral and written form\*; assess difficult family situations, and refer to Registration Center Manager for further assistance; effectively operate a micro-computer and use appropriate software and spreadsheet applications; work independently with little direction; establish and maintain cooperative working relationships.

**\*BILINGUAL positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.**

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve sitting most of the time, may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** A minimum of three years of responsible and varied clerical experience, preferably in an educational organization.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; course work or training in business practices, word processing, automated record management, storage, and retrieval systems is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.