



**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and three years of increasingly responsible transportation experience to include bus routing and school district busing.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....50 Correct WPM
- Word.....75% Overall Score
- Excel.....75% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Student over-enrollment and transportation issues.
- Bus routing schedules and school district busing.
- District policies and procedures related to assigned function.
- Applicable sections of State Education Code and other state and federal laws.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Work with bus route schedules and school district busing.
- Provide creative solutions.
- Work with custom transportation database for concap and special education students.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records and prepare reports.
- Perform computational task with speed and accuracy.
- Work independently with little direction to meet schedules and timelines.
- Operate a computer, related software, and standard office equipment.
- Lift light objects according to safety regulations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

*(Former Title: Cluster Program Technician)*