

Assistant Superintendent, Transportation

Position Details

Job Code: U7370

Reference Code: A323

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible line administrator for the Clark County School District (CCSD) Transportation Department. This position is directly responsible to the Chief Operating Officer, Operational Services Unit (OSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides leadership and direction to the Transportation Department.
2. Represents CCSD while interfacing with governmental agencies (e.g., Nevada Department of Education, Department of Motor Vehicles, Department of Transportation, Federal Motor Carrier Safety Administration).
3. Develops, evaluates, and makes recommendations to department policies, regulations, and procedures.
4. Provides pertinent information, reports progress and needs, and recommends actions concerning the department to the Chief Operating Officer.
5. Initiates recommendations for staffing needs; provides for the selection, orientation, training, development, and maximum utilization of assigned staff.

6. Monitors and reviews existing and proposed laws and regulations affecting student transportation, finance, and management; serves as liaison with regulatory agencies to ensure compliance with pupil transportation; represents CCSD in local, state, and federal legislative processes related to pupil transportation.
 7. Coordinates the activities of the department with other units, divisions, departments, schools, and outside agencies, as necessary.
 8. Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other CCSD vehicles.
 9. Coordinates student transportation services with instructional programs while ensuring and guiding compliance of all Federal, State, and District mandates relevant to servicing students with disabilities and medical needs.
 10. Ensures that services, equipment, facilities, and procedures, including personnel management policies and procedures, conform to applicable regulations and CCSD policies.
 11. Oversees a comprehensive program for vehicle maintenance; estimates vehicle needs, prepares cost estimates, and writes vehicle specifications.
 12. Directs, reviews, and participates in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost-effectiveness; and other aspects of management.
 13. Develops and administers an operating budget for the department.
 14. Develops, implements, and tracks key performance goals to improve customer service, ensure fiscal efficiency, and improve or develop employee support and management tools.
 15. Oversees and directly supervises the routing and scheduling activities and plans; participates in open discussions to provide transportation fiscal impact relative to bell time changes, boundary changes/rezoning, program expansions and other services in which transportation of pupils will be essential.
 16. Provides guidance, sets goals, and evaluates performance of assigned staff.
 17. Responds to internal and external customers in a timely, accurate, courteous, and empathic manner representing CCSD in a positive light.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to both direct and implement major projects and initiatives; excellent organizational, administrative, and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into action.

2. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
 3. Possesses and projects a sense of vision, involves others in accomplishing goals and problem-solving, and interacts effectively with employees.
 4. Possesses an understanding of the change process and its relationship to current trends in large urban school districts; ability to plan and implement change to improve student learning.
 5. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and being accountable to those decisions.
 6. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.
 7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of CCSD.
 8. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self.
 9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
 11. Ability to represent CCSD in the community through business partnerships and activities.
 12. Ability to maintain a high level of responsiveness to concerns, inquiries and complaints within an extremely fast paced environment.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business or public administration, transportation management, logistics or a related field.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

Previously demonstrated satisfactory service in a corresponding or related position or five (5) years successful experience in a highly responsible supervisory position of a large organization that included management of personnel, transportation, vehicles, budget preparation, policies, regulations, and procedures.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 04/18/24