

BUS DISCIPLINE COORDINATOR

Code No.: 3-18-306
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a school district position responsible for scheduling and conducting meetings related to student bus discipline with school staff, students, parents, bus drivers, and bus attendants. The employee reports directly to, and works under the general supervision of the Assistant Transportation Director or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews discipline reports and determines action to be taken;

Schedules and conducts meetings with school staff, students, parents, Bus Drivers and Bus Attendants to discuss student discipline problems;

Evaluates discipline reports to determine schools in need of bus safety training and ensures training is implemented;

Assists staff in conducting bus safety presentations at schools;

Ensures disciplinary action is implemented by following through with staff and monitoring outcome.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of school district policy governing eligibility for transportation and student behavior while in transit; working knowledge of route planning in relation to student safety; working knowledge of safe rider instruction; ability to establish and maintain satisfactory contacts with the public, whether in person or by telephone; ability to understand and carry out oral and written instructions; ability to utilize various types of media and visual aides in an instructional setting; ability to deal effectively with the public; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus two (2) years paid full-time or its part-time equivalent experience in conflict resolution, mediation or facilitation pertaining to student behavior or student management.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: March 22, 1990

REVISED: October 7, 2013