



## TRANSFER/PROMOTIONAL OPPORTUNITY

### Transportation Assistant (Milwaukee Public Schools)

**PURPOSE:** The Transportation Assistant is responsible for the development, preparation, evaluation and modification of school bus routes for the Milwaukee Public Schools. The Transportation Assistant will also maintain communication among the public, contractors, bus drivers, and school district staff personnel. The Transportation Assistant will also serve as a liaison to train school personnel as to the procedures needed to provide services to schools and parents, and administer the school bus pass program, conduct bus safety programs at schools, and provide educational and customer service to parents and students.

#### **ESSENTIAL FUNCTIONS:**

- Scheduling and modifying school bus routes; utilizing Trapeze MapNet software and the Trapeze Routing Information Program (T.R.I.P.); providing training to schools in the operation of the T.R.I.P computer program.
- Monitoring school bus routes to ensure adequacy of services and that the bus services are operating safely and efficiently.
- Maintaining current records of all routes, route changes, extra-curricular activities, and other records required by the Manager/Director of Business Services.
- Administration of the MPS bus pass program; assist school staff in administering the bus pass program within their schools.
- Monitoring compliance with the School Board's policy concerning pupil transportation; assisting in the development and implementation of student transportation policies and procedures.
- Responding to inquiries/complaints from parents, citizens, students, contractors, bus drivers regarding transportation problems; assisting parents who visit the department with their transportation problems.
- Performing field investigations that relate to student transportation problems.
- Evaluating school bus loading and unloading procedures and instructing school personnel on proper safety procedures.
- Developing school bus safety programs and distributing literature to communicate the bus safety procedures to students and parents.
- Maintaining communication among parents, students, school staff, bus contractors, bus drivers and other personnel to promote understanding of transportation policies and procedures; resolving specific transportation problems.
- Representing Pupil Transportation Services at meetings involving complaints against bus contractors or students.
- Assisting staff members from Student Services, Special Education Services, and Alternative Programs in placing students on school bus routes or with general transportation problems.
- Performing other job-related tasks as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.*

#### **MINIMUM REQUIREMENTS:**

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee or Milwaukee Public Schools employee. (**Only Civil Service employees can apply for this position.**)
2. Bachelor's Degree in Education, Business Administration, or closely related field from an accredited college or university.
  - **NOTE:** Copies of college transcripts should be submitted with application – OR – sent to the Milwaukee Public Schools, Office of Classified Staffing, Attention: Janet Cleary, 5225 West Vliet Street, Room 128, Milwaukee, WI 53208.
  - **Equivalent combinations of experience and education may also be considered.**
3. Valid driver's license and availability of a properly insured vehicle are required at time of appointment and throughout employment.

*Transportation Assistant (MPS)*

**DESIRABLE QUALIFICATIONS:**

- One year of experience administering programs closely related to the essential functions above including experience planning, scheduling, and evaluating programs for improvement.
- Serving as a liaison for diverse communities.
- Supervisory experience.
- Experience with statistical and financial procedures and reports.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to navigate computer databases
- Ability to monitor and enforce policies
- Ability to develop and improve job-related programs
- Ability to interact with the public diplomatically and respectfully
- Ability to act as a liaison
- Interpersonal skills
- Ability to manage interpersonal conflict
- Written communication skills
- Oral communications skills
- Organizational skills
- Analytical skills
- Presentation skills
- Knowledge of Microsoft Office at time of appointment

**THE CURRENT SALARY IS:** \$44,795 to \$63,028 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral and performance examinations or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

**APPLICATION PROCEDURE:** You may obtain application as follows: 1) in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells Street, Milwaukee WI 53202-3554, 2) by visiting our web site at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs): or 3) by calling 414-286-3751.

*All completed applications and a copy of the college transcripts should be returned to: Janet Cleary, Milwaukee Public Schools, Office of Classified Staffing, 5225 W Vliet Street, Room 128, Milwaukee WI 53208 by **October 1, 2010**. Receipt of applications may be discontinued any time after this date. Note: A resume does not substitute for the required application; however, you may attach one if you wish.*