

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
April 12, 2016

AGENDA

- 9:00 a.m. Call to Order/Welcome..... Ed daSilva, Chairman
- 9:02 a.m. Assistant Superintendent of Instruction.....Janene Fitzpatrick
Department Update
- 9:30 a.m. Facilities Department Update Mark Carver
- 10:00 a.m. RIVEROAK Technical College Update..... Walter Boatright
- 10:30 a.m. Enrollment Packet..... Josh Williams
- 10:45 a.m. Summer School.....Janene Fitzpatrick
- 11:00 a.m. Transportation Department UpdateChris Landrum/Ted Roush
(pgs. 2-4)
- 11:30 p.m. Lunch
- 12:30 p.m. Texting Leonard Dietzen
- 1:30 p.m. Engage New York Program Update David Campbell
- 1:45 p.m. ELL Update..... Lila Udell
- 2:00 p.m. Student Services Department UpdateElizabeth Simpson
- 2:15 p.m. SubstitutesDr. Bill Brothers
- 2:30 p.m. Adjourn

SCHOOL DISTRICT OF SUWANNEE COUNTY

ASSISTANT DIRECTOR , TRANSPORTATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Two(2) years of college preferred
- (3) Minimum of two (2) years supervisory experience required
- (4) Willingness to obtain a valid Florida Commercial Driver's License (CDL) with passenger endorsement.
- (5) Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school transportation and related laws, rules, and policies. Knowledge of the geography of the county. Knowledge of student populations. Ability to plan and organize. Ability to use computer and applications software. Ability to communicate effectively with District and school personnel.

REPORTS TO:

Director, Transportation

JOB GOAL

To transport Suwannee County students safely and efficiently.

SUPERVISES:

Bus drivers, bus attendants, substitute drivers and substitute bus attendants

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Supervise the Transportation Department in the absence of the Director of Transportation.
- * (2) Establish and maintain safe student stops and efficient bus routes.
- * (3) Assign substitute drivers.
- * (4) Update, disseminate and maintain student information for the FEFP transportation survey.
- * (5) Handle bus discipline problems.
- * (6) Assist in assigning drivers.
- * (7) Schedule field trips.
- * (8) Provide advisory and preparatory assistance for financial cost reports.

Employee Qualities/Responsibilities

- * (9) Ensure adherence to good safety standards.
- * (10) Model and maintain high ethical standards.
- * (11) Demonstrate initiative in the performance of assigned responsibilities.
- * (12) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (13) Serve as the liaison between bus drivers, parents, and school administrators.

- *(14) Conduct trip meetings to determine drivers for special trips.
- *(15) Keep supervisor informed of potential problems or unusual events.
- *(16) Serve on school/District committees as required or appropriate.

System Support

- *(17) Participate in interviewing prospective employees and making recommendations on employment.
- *(18) Ensure that employee contracts are followed.
- *(19) Ensure that annual employment evaluations are accurately completed and delivered within a timely manner to staff under the supervision of this position.
- *(20) Provide assistance in developing and implementing the department budget.
- *(21) Provide assistance in supervising and training Transportation Operations personnel.
- *(22) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(23) Demonstrate support for the School District and its goals and priorities.
- *(24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Perform other tasks consistent with the goals and objectives of this position.
- (27) Assume other duties and responsibilities as assigned by the superintendent.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities

SALARY SCHEDULE 2015-2016

PRINCIPALS AND ADMINISTRATORS

REGULAR DUTY HOURS 8:00 AM - 4:30 PM

Years. Exp. in
Comparable

Position	0	1	2	3	4	5	6	7	8	9	10	11
10	37972	39944	41912	43882	45847	47819	49787	50596	53474	54866	55738	56552
9	48511	49989	51463	52944	54418	55897	57373	58850	60327	61856	62837	63754
8	58279	60237	62192	64152	66111	68068	70022	71544	73063	74845	76029	77144
7	59803	62386	64970	67554	70137	72721	75300	77007	78710	80608	81888	83084
6	61319	63889	66463	69032	71607	74175	76747	78499	80252	82181	83482	84705
5	62079	64662	67245	69829	72414	74997	77581	79365	81151	83094	84408	85647
4	62840	65432	68033	70633	73228	75827	78420	80234	82045	84008	85339	86587
3	65119	67752	70389	73019	75656	78292	80927	82822	84724	86744	88117	89406
2	71669	74413	77156	79903	82641	85389	88132	90285	92434	94606	96105	97509

CLASSIFICATION OF POSITION

10	Supervisor Food Service, Asst. IT Director, Assistant Chief Financial Officer, Assistant Director of Human Resources, <u>Assistant Director of Transportation</u>
9	
8	Coordinator of Health Services and Attendance
7	
6	Principals Elementary Schools, Principal/Suwannee Middle School
5	Director of Food Service, Director of Transportation, IT Director, Director of Student Assessment/Curriculum Specialist, Director of Elementary Ed, Director Human Resources, Director of ESE, Director of Federal Programs, Director of Special Programs, Director of Student Services/School Psychologist, Director of Facilities
4	Principal Branford High School, Principal RIVEROAK Technical College
3	Principal Suwannee High School
2	Assistant Superintendent of Administration/Instructional, Chief Financial Officer

Employee will be placed in appropriate step of classification level based on years of experience. Employee will progress to the succeeding step on July 1 of each year, provided employee has performed satisfactorily for a minimum period of nine (9) months. School Superintendent may place employee in any level of classification justified. Salary adjustment for additional training will be made upon application and presentation of appropriate documentation, and is effective in accordance with new certification.

For those Principals and Administrators on the Grandfathered Salary Schedule, see reference to longevity supplement in the Differentiated Pay Plan.

Salary Adjustments and or supplements will be made in accordance with 1012.22 f.s. for:

Masters Degree add \$2,310 to Bachelors
Specialist Degree add \$2,835 to Bachelors
Doctorate Degree add \$3,750 to Bachelors