



EMPLOYEE NAME: \_\_\_\_\_

Revised: 12/87; 9/92; 3/93; 5/93; 8/93; 11/94; 5/95; 9/96; 2/09; 10/12; 03/17; 6/18;3/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> SPED Logistics Specialist	<b>JOB CODE:</b> 474B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Transportation	<b>WORK DAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Supervisor Transportation, SPED	<b>PAY GRADE:</b> Rank VII (NCT7)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Researches and maintains correct mapping systems, boundary lines, student data, bus schedules, and transportation data reports.	
<b>REVISION DATE(S):</b> 3/24	

#### REQUIREMENTS:

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 5 years of analytical experience; routing software experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, computer and related software including Microsoft Office, typing, organization skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares transportation logistic records and reports as needed.
3.	Assists with developing route/run sheets and maps.
4.	Maintains records of driver run surveys, and updates within routing software.
5.	Maintains stops, runs, routes, and student additions/deletions in the routing software.
6.	Prepares Department’s standard operating procedure documentation for software operations and data control.
7.	Researches address, street names, and boundary lines for accuracy; assists parents, schools, citizens, Superintendent’s office and Central Office personnel with school eligibility.
8.	Maintains current data for map file, geographic areas for enrollment analysis, and boundary maps for Transportation and Local Administration.
9.	Conducts training sessions on routing software for staff as needed.
10.	Maintains backup of data files as needed for routing software.
11.	Maintains driver database files and reports.
12.	Works with software provider on program specifications and operations to provide requested data and search for errors in software programs and data.
13.	Monitors network between Transportation, MIS, and Local Administration.
14.	Provides appropriate administrators and local schools with appropriate reports as requested.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_