## TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible transportation experience to include bus routing and school district busing.

## LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding	50 Correct WPM
Word	75% Overall Score
Excel	75% Overall Score

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Student over-enrollment and transportation issues.

Bus routing schedules and school district busing.

District policies and procedures related to assigned function.

Applicable sections of State Education Code and other state and federal laws.

Operation of a computer, related software, and standard office equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Telephone techniques and etiquette.

Health and safety regulations.

#### **ABILITY TO:**

Perform the basic function of the position.

Work with bus route schedules and school district busing.

Provide creative solutions.

Work with custom transportation database for concap and special education students.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain records and prepare reports.

Perform computational task with speed and accuracy.

Work independently with little direction to meet schedules and timelines.

Operate a computer, related software, and standard office equipment.

Lift light objects according to safety regulations.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet state and district standards of professional conduct as outlined in Board Policy.

#### **WORKING CONDITIONS:**

## SAMPLE ENVIRONMENT:

# SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

(Former Title: Cluster Program Technician)