



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Area Manager

Position Level: 12-15

FLSA Status: Exempt

Board Approved: 06/04/02

May be assigned as:
12-months

GENERAL DESCRIPTION

Develop and coordinate school bus routes, establish safe and efficient bus stop locations, and supervise bus drivers and attendants to ensure timely and safe bus transportation is provided. Meet with parents, drivers, attendants, and school personnel regarding student discipline issues and/or complaints against drivers.

KEY RESPONSIBILITIES

Interact with driver and attendants.

Review and inspect bus routes.

Monitor buses on road and check stop locations.

Assist in the preparation of FTE Reports for DOE.

Attend parent conferences and/or IEP meetings.

Receive and respond to complaints from parents.

Make route changes and update schedules and time sheets.

Provide/review driver evaluations.

To assist principals in the analysis of pedestrian and vehicular safety in the immediate areas of schools.

To drive school buses as needed.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or equivalent required.
<i>Work Experience:</i>	Minimum of three years of school transportation experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is available to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities, and coordinate such activities within a work unit or while completing a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular internal and external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and/or revenues.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures or forms as necessary. May work with software applications. Valid Class B CDL license with passenger endorsement required.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury. Must participate in OTETA drug and alcohol testing requirements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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- 12 Entry level requirements and enrollment/action form.
- 13 One (1) year in position, completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.
- 14 Two (2) years in position, completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.
- 15 Three (3) years in position, completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.