



**Job Title:** Transportation Learning & Student Management Director  
**Department:** Transportation  
**Reports To:** Executive Director, Human Resources  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 03

## SUMMARY

The **Transportation Learning and Student Management Director** is responsible for developing and implementing **professional learning programs** for school bus drivers and transportation staff, and ensuring **student discipline and behavior expectations** are maintained on WCSD transportation. This position serves as a **liaison between the Transportation Department and school administrators**, supporting safe, efficient, and effective transportation services across WCSD. Additionally, this role includes **addressing and resolving parent and student concerns** related to transportation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

### Professional Learning & Driver Development

- Designs and implements **ongoing professional learning programs** for school bus drivers to enhance climate and student management.
- Provides **training for school staff and administrators** on transportation policies and software, student behavior management, and emergency procedures.
- Develops professional learning sessions covering **student interactions, conflict resolution, and behavior response**.
- Coaches and supports drivers who are on plans of improvements.
- Stays informed on **best practices and industry standards**, updating training programs accordingly.

### Student Behavior & Discipline Management

- Establishes and supports schools in setting **clear expectations for student behavior for school transportation**. Works with schools to provide classroom presentations, assemblies etc. around those clear expectations.
- Implements **positive behavior reinforcement strategies** and de-escalation techniques.
- Provides **guidance to drivers** on the prevention of and the handling of student behavior

and reporting incidents appropriately.

- Meets with school administrators, parents, and students to **resolve disciplinary concerns**.
- Works closely with the Compliance and Instruction Specialist to train and assist bus drivers in addressing and documenting student behavior issues.

### **Collaboration with School Administrators & Stakeholders**

- Acts as a **liaison between transportation staff and school administrators**, ensuring alignment with WCSD policies.
- Attends meetings with **principals, assistant principals, and district leadership** to discuss transportation-related matters.
- Collects and analyzes data on **student discipline trends, activity trip efficiency, and training effectiveness**.
- In collaboration with the Director of Transportation, supports schools in handling **special transportation needs**.

### **Activity & Field Trip Coordination**

- Develops and implements procedures for **trip approvals** in compliance with policies prior to being submitted to transportation.
- Collaborates with **school administrators, coaches, and secretaries** to ensure smooth scheduling and trip execution.
- Ensures activity trips adhere to **WCSD policies, safety protocols, and budget considerations**.

### **Parent & Student Concerns Resolution**

- Serves as the **point of contact for parents and students** regarding transportation-related concerns and complaints.
- Works in collaboration with the Compliance Specialist to investigate and address **issues related to student discipline, safety, and driver interactions**.
- Works collaboratively with **parents, students, school administrators, and drivers** to find solutions that align with WCSD policies.
- Communicates transportation policies and procedures to parents and guardians to ensure clarity and understanding.
- Maintains records of **parent and student concerns** and tracks resolution outcomes for future improvements.

## **SUPERVISORY RESPONSIBILITIES**

This job has supervisory responsibility over the employees assigned to the Compliance & Trips division of the Transportation Department.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to manage department budget and personnel. Ability to implement policy and procedures.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

A minimum of Master's Degree in Education and related administrative experience and/or training.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold a Utah School Leadership License issued by Utah State Board of Education.

Must have a valid Utah Commercial Driver's License with proper endorsements, or obtain within 90 days of contract start date.

Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and risk of electric shock. The noise level in the work environment is usually loud such as mechanical equipment and vehicle operations.

Prepared By: <b>Assistant Superintendent, Secondary Schools</b>		Date: <b>03/21/2025</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>03/24/2025</b>
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By: _____ Date: _____

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	