Killeen Independent School District
Job Description

Job Title: Coordinator for Transportation Services Applications
Reports To: Director for Transportation Services
FLSA Status: Exempt

SUMMARY
Works with parents, campus staffs and other departments to navigate transportation automated systems. Responsible for training new staff at campuses and in departments on using the district transportation automated systems. Works with district-level departments to ensure consistent training in accordance with state and federal privacy guidelines and district policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Standardized procedures related to use of routing, GPS, and parent self-service app software systems.

Assists with the development and review of internal transportation systems interfaces.

Assists parents and District staff with Transportation-related automated system(s) related concerns.

Assists in the development and maintenance of systems use manuals.

Provides technical assistance and training for campus staffs.

Manages Transportation Service-related registration operations.

Manages parent self-service app access and parent self-service app messaging.

Assists in securing information from parents, campus administrators, and transportation staff to resolve parent concerns.

Assists in securing information from parents regarding specific needs of their children and provides information or referral to the appropriate individual(s) for consultation.

Maintains daily log of concerns or requests received and tracks feedback provided.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Assists in managing personnel in the Transportation Department. Assists in carrying out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

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.
EDUCATION and/or EXPERIENCE
Bachelor’s degree is required; three or more years of information systems and training related experience preferred.

LANGUAGE SKILLS
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 customers, regulatory agencies, or members of the business community. Ability to effectively present information and respond to questions from groups of administrators, suppliers, contractors, and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form; written or oral form; or schedule form. Ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

CERTIFICATES, LICENSE, AND REGISTRATIONS
Texas Association for Pupil Transportation (TAPT) certification, preferred.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT
While performing the duties of this job, the employee is occasionally exposed to moving vehicles and outside weather conditions. Occasional in and out-of-district travel may be required.

Revised Date: October 12, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.