



T U L S A

PUBLIC SCHOOLS

Job Title: Terminal I Manager

Department: Transportation

Reports To: Asst. Director of Transportation

Grade: CA-16

Number of Days: 12 Months

Security Access: All transportation areas, terminals (East, West, North, & South), Buildings (Main, A,B,C,D & E)

Current Date: November 21, 2016

Overtime Status: Non-Exempt

Position Summary: Interview, supervise, direct, and manage transportation employees and terminal operations. Conduct and provide counseling in accordance to District policy

Minimum Qualifications:

- HS Diploma or equivalent.
- Management experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Employee Evaluation
- Counseling
- Meetings (Lead & participate)
- Reporting requirements
- Interviews
- Parent/School/Employee conferences
- IEP meetings
- Bus Camera video management
- Route evaluations
- Employee discipline meetings
- Route dispatch
- Daily oversight of operation
- On-call duties (after hours)
- Field monitoring (stops, Buses, traffic, loading/unloading, etc.)
- Accident investigation

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Working knowledge of MS Word, Excel, Outlook

Supervisory Responsibility:

- Employee Evaluation
- Counseling
- Employee discipline
- Interviews
- Financial, Budgetary
- Cash Management, Purchasing

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office and field (Indoor and Outdoor)

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.