

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE June 2017
LAST REVISION DATE _____
BAND & GRADE B 2 3 6

POSITION TITLE Transportation Student Conduct & Security Specialist

IMMEDIATE SUPERVISOR Transportation Coordinator

Job Summary (Basic Purpose of Position)

To assist the Transportation Coordinator in administering departmental responsibilities relating to student conduct and security by conducting investigations into complaints, reviewing digital video recordings, referring student conduct issues to appropriate building administrators for resolution, etc.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Student Conduct		50%		KNOWLEDGE OF:	
1.01. Assist the Transportation Safety Manager in providing instruction for students as required by state law or rule.	B2			1. Transportation Laws, regulations and policies.	1.01 Classroom instruction was provided for students in accordance with state rule and law.
1.02 Assist in conducting emergency bus evacuations and drills as required by state law or rule.	B2			2. District policies and procedures.	1.02 Bus evacuation drills were conducted in accordance with state rule or law.
1.03 Assist drivers with discipline problems and conduct student disciplinary investigations.	B2			3. District geography.	1.03 Drivers were assisted with student discipline problems and investigations completed in a timely manner.
1.04 Review digital video recordings and prepare clips to support investigations as needed and/or directed.	B2			4. District streets, roads and highways.	
				5. Existing bus routes.	
				6. Transportation and all other records related to safety.	
				7. Two-way radio communication.	
				8. Student management system/software.	

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1.05. Assist in training Bus Drivers and Bus Monitors on implementation and procedures for addressing/reporting student conduct issues.	B2	30%		9. Records retention requirements. 10. Proper telephone etiquette. 11. Recordkeeping. 12. Digital video systems.	1.04 Reviewed digital video recordings and prepared appropriate clips. 1.05 In-service assistance was provided.
1.06 Communicate with building administrators and/or parents regarding student conduct issues and potential disciplinary actions.	B2			SKILLS: 1. Computer skills 2. Video surveillance systems 3. Conflict management. ABILITY TO: 1. Conduct group processes and activities. 2. Organize. 3. Maintain consistent and reliable attendance. 4. Communicate effectively. 5. Manage time. 6. Perform under stressful situations and with frequent interruptions. 7. Operate and maintain office machines. 8. Operate and maintain digital video systems.	1.06 Student conduct/disciplinary information was communicated to appropriate building administrator and/or parent(s)/guardian(s).
1.07 Maintain complete and accurate records regarding transportation student conduct complaints, referrals and investigations.	A1				1.07 Created and maintained complete and accurate records.
2.0. Digital Video Systems					
2.01 Perform routine monitoring of the digital video systems installed on buses to ensure that all systems are operational.	A1				2.01 Operation of digital video systems were checked on a routine basis to ensure that they are operational.
2.02 Replace hard drives and cameras when problems are identified and systems are not functioning.	A1	20%			2.02. Malfunctioning cameras and/or hard drives were replaced as needed.
2.03 Ensure that each bus has appropriate signage regarding the use of a video monitoring system.	B2				2.03 All buses have appropriate signage in place.
2.04 Prepare digital copies of video as requested by district administration, building administrators, Transportation Coordinator, law enforcement, etc.	B2				2.04 Copies of video recordings were prepared as requested/directed.
3.0 Incident Management Database					
3.01 Maintain the incident management database system, perform updates and ensure accuracy of information maintained in the incident management database.	B2				3.01 Incident management database system if up to date and information is accurate.

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3.02 Provide training for other staff regarding the use of the incident management database.	B2				3.02 Appropriate staff are trained on accurate data entry and use of the incident management database.
3.03 Create and prepare reports as requested/directed.	B2				3.03 Reports are created/prepared as requested.
4.0 Other					
4.01 Perform other duties as assigned by designated supervisory staff.					4.01 All other duties were completed as assigned.