

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Student Management-Behavior Program Coordinator - Transportation**

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**FLSA Status:** EXEMPT

**Classification:** Classified

**Terms of Employment:** 8 hours per day, 220 days

**JOB GOAL:** The focus of this position is to provide implementation and oversight of the Student Management Program (SMP), process development around best practices, effective strategies and communication with school administrators and district leadership in support of safe, equitable, and efficient Transportation services. Works within the Transportation department to assist supervising all aspects of daily pupil transportation operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Effectively articulates policies, regulations, and SMP to all stakeholders emphasizing the need to provide Safe transportation services to all.
2. Conduct school site visits to assist Administrators in investigating, researching, and applying discipline/rewards in a consistent, fair and equitable manner across all schools/levels in support of the SMP. Work with SESS personnel related to the application of the SMP within applicable laws and guidelines for students requiring specialized transportation services.
3. Designs, presents and facilitates learning activities/training events with schools and employees.
4. Assists with data collection, including trends in discipline, analysis, and interpretation to recommend/apply changes in support of SMP.
5. Supervise, assign work to and evaluate all assigned personnel.
6. Review bus generated Student Referrals and Incident Reports for completeness and appropriateness prior to action with the school.
7. Make contact with parents, when necessary.
8. Respond to employee/public inquiries/concerns.
9. Assists with the preparation of action plans, standardized documents, and training materials, as assigned.
10. Assists in the development, monitoring and implementation of grants and budgets.
11. Participates with collaborative teams to support district, state, and federal programs.
12. Collaborates with leadership team, district departments, and local/state/national agencies to support initiatives and to ensure program alignment with designated security/safety programs.
13. Gathers, evaluates, and disseminates resources, research, information and research-based practices in student behavior management and positive behavior reinforcement.
14. Promotes clear communication between schools and the community.
15. Represents the Nye County School District in matters related to Student Management Program / Transportation at the local, state, and national level.
16. Travel to rural schools is required.
17. Other duties as assigned.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Demonstrates knowledge of school administration related to implementation of disciplinary actions within applicable guidelines.
2. Ability to develop and provide effective employee training to classified groups.
3. Demonstrated leadership skills.
4. Demonstrated success supporting shared leadership within a department or school.
5. Ability to consult with and facilitate teams in both support and educational areas.
6. Ability to support the SMP across all grade levels.

7. Ability to work with route planning and GPS tracking software suites.
8. Excellent verbal and written communication skills.
9. Knowledge and ability to use and integrate technology to connect schools and Transportation in positive support of the SMP.
10. Ability to work flexible hours/shifts.
11. Ability to manage multiple projects and meet deadlines.
12. Familiar with and understands FERPA, HIPAA, IDEA, the IEP process, and standard school confidentiality processes.
13. Familiar with and assists with the implementation of all District policies and administrative regulation as related to specific assignment.
14. Recognizes and reports hazards, conforms to safety standards as prescribed.
15. Recognizes and notifies administrators of unamortized persons on campus, and/or if issues that require immediate attention.
16. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. Bachelor's Degree from an accredited college or university, preferred
2. Minimum five (5) years of successful experience in corresponding or related positions
3. Previous successful experience working with adult learners related to student program support
4. Previous experience in leadership roles including classified/support employees
5. A passion for learning and providing support to schools and students

#### **Licenses and Certifications:**

1. Valid Nevada Department of Education Teaching License, preferred
2. Valid Nevada Driver License
3. Ability to obtain a Class B Commercial Driver's License with P & S Endorsements, preferred

#### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

#### **WORK ENVIRONMENT:**

**Strength:** Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

**Physical Demands:** Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office/library/classroom equipment, communicable diseases.

**Working Conditions:** Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

#### **Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: Raymond Phie  
Superintendent

5/25/23  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_