

## **Red River Parish School Board**

### **Job Description**

**Title:** **Director of Child Welfare Attendance and Transportation**

**Qualifications:** Must have a valid LA Teaching Certificate in area of Supervisor of Child Welfare and Attendance or EDL2  
Five (5) years of successful professional School Experience, three (3) of which must have been during the five (5) year period immediately preceding appointment to the supervisory position  
Master's Degree from Accredited University (Effective June 1, 2016)

**Superordinate:** Superintendent

### **Performance Responsibilities**

1. Enforces the LA Compulsory Attendance Law.
2. Initiates and supervises a positive program in the system.
3. Prepares annual reports and other data as required by State Department of Education and/or parish policies and regulations.
4. Supervises, develops, and interprets research data on the attendance and adjustment of youth.
5. Renders consultative service to other school personnel, parents, and the community relative to the problem affecting attendance and adjustment.
6. Remains knowledgeable about trends in Child Welfare and Attendance.
7. Remains abreast of State Department of Education regulations regarding his/her area of responsibility.
8. Observes the ethics of the profession and encourages adherence by the faculty, staff and student body.
9. Exhibits ethical and moral character and encourages the same within the faculty, staff and student body.
10. Meets the Professional Development requirements.
11. Submits error free Student Information to the state for October 1, February 1, and end of year reporting.
12. Submits School Sponsor Site to LA State Department of Education.
13. Submits School Calendar to LA State Department of Education for October 1, February 1, and end of year reporting.
14. Submits CUR reports to match PEP Report.
15. Recommends employment, suspension and/or termination of bus drivers and bus attendants.
16. Recommends prospective bus routes.
17. Recommends rules and regulations affecting school transportation.
18. Assists local school principals, bus drivers, pupils and parents in resolving transportation issues.
19. Arrange, conduct, supervise and/or monitor pre-service and in-service training of school bus drivers.
20. Keeps records and prepare reports relative to local school bus transportation services.
21. Investigates and report accidents and other problems associated with student transportation programs.
22. Appoints an accident review board to assist transportation personnel in investigating all school bus accidents to determine preventability and recommend remedial action in accordance with Board of Elementary and Secondary policy.
23. Supervises and evaluate all school transportation personnel as authorized by local system's superintendent.
24. Presents recommendations to the Superintendent on all phases of the student transportation program.

25. Ensures compliance with semi-annual vehicle inspections and coordinate additional spot inspections as may be deemed appropriate.
26. Exercises discretionary powers which are necessary and proper for the performance of the duties of the Director of Transportation.
27. Performs all other duties as assigned by the Superintendent.

**Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)	Employee Signature	Date
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Immediate Supervisor	Date
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Terms of Employment: **12 Months**