



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/5/2023

Specialist, Routing

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Transportation Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

This is technical computer work in operating the automated school bus routing system. An employee in this position is responsible for operating the software that automatically develops school bus routes. The work includes entering data regarding bus routes, geographic locations, and other information, and uses the software to produce routes and plans. The work requires knowledge of bus routes and bus route planning concepts, which the employee applies while operating the system. A worker in this position initiates his/her own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Develops routing for all students using software programs
- Develops and implements routing, schedules, assignments and changes in routing software
- Updates and reviews data, runs analytical reports, and track live routes
- Sets up new bus stops, re-works bus runs and routes, and creates new runs/routes in response to new schools and changes in student and/or map data; coordinates work with school bus staff
- Confers with operations staff and lead drivers to obtain information on actual run times in order to update run stops and times; provides bus stop time and bus number information to dispatch staff
- Maintains and provides data regarding student counts to transportation staff for use in planning bus stop locations, maintains out of county student data and develops out of county runs
- Works effectively with transportation routing software and technology staff to resolve problems between routing and student information systems
- Interprets maps to provide directions for drivers
- Provides relevant information and documentation for drivers and staff
- Establishes all runs and routes during the summer months, creating new runs for the upcoming school year
- Communicates orally and in writing with lead drivers concerning various matters, including routes, special requirements, road conditions, etc.
- Assists in preparing and providing information for State Reports

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Two (2) years of experience in database management and or transportation experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Considerable knowledge of standard office software such as spreadsheets, databases, word processing, budgeting, and facility use procedures
- Ability to process technical computer software applications; to maintain accurate and complete records
- Good human relations and communications skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's

assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.