Transportation and Recess Coordinator

Status: Exempt, Full-Time, Academic Year (August 1-June 30)

Overall Objectives

Works with school's transportation service provider and families to ensure a safe and smooth student busing operation; manages student safety during recess, arrival, and dismissal; and works with the facility team to support grounds maintenance, ensuring exterior safety and a welcoming presence at the school.

Principal Roles & Responsibilities

- Oversees student transportation services: making on-going updates to busing information, managing bus registration, working with transportation provider to plan routes and schedules, serving as liaison between provider and families, and maintaining effective and timely communications with both to resolve issues and improve services.
- Provides monthly out-of-district transportation user lists for the business office to send out invoices.
- Prepares and modifies arrival/dismissal procedures as needed; actively monitors and manages Silent Dismissal system; works with staff, families, and surrounding residents to maintain safe and smooth traffic flow during arrival/dismissal.
- Arranges field trip and special event transportation.
- Works collaboratively with the facility team and contracted services on snow removal, lawn care, landscape maintenance, and other projects to ensure school grounds safety and preserve a welcoming school image.
- Serves as lead to provide guidance to recess staff and to ensure student safety during recess.
- Serves as liaison with Northeast Neighborhood Association and Minneapolis Parks and Recreation Board.
- Engages in other projects as assigned.

Program Compliance

- Maintains accurate records and proper documentation.
- Prepares and submits required reports on time.
- Attends all required safety and health training.
- Follows all school policies and protocols.
- Participates in all required school activities.

Communication

- Actively participates in team and staff meetings.
- Communicates effectively and promptly with school personnel, contracted service providers, families, and neighborhood organizations.
- Reads all school communication and responds to emails and phone calls in a timely manner.

Professional Conduct
• Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
• Maintains a professional image.
• Maintains positive working relationship with school personnel, families, contracted services, and neighborhood organizations.
• Completes responsibilities in a timely and accurate manner.
• Meets set objectives and goals.
• Demonstrates a commitment to the organization.
• Takes pride in work and is committed to quality.
• Meets attendance and punctuality guidelines.

Qualifications:
• Prior experience in student transportation management, student safety management, custodial services, or grounds maintenance preferred
• Use of technology (iPad, PC, Microsoft Office, Google applications)
• Ability to work outdoors in all seasons
• Bi-lingual in English and Mandarin Chinese preferred

Employee Requirements
Must meet all employment requirements, including but not limit to: criminal background checks and reference checks.

Salary: Competitive, performance-based increases, generous benefits package.

Start Date: Immediate Opening

To Apply: Send Cover Letter, Resume, and Application for Employment to HR@yinghuaacademy.org

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