



Transportation and Recess Coordinator

Status: Exempt, Full-Time

Calendar: Academic Year

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.

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
- 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 student 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, preferred
- Use of technology (iPad, PC, Microsoft Office, Google applications)
- Ability to work outdoors in all seasons

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

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

Start Date: ASAP

To Apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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