



Columbia County School District Job Description

| | | |
|---|---|----------------------------------|
| Position Title: Student Control | | |
| Department: Transportation | Evaluation Instrument: Performance will be evaluated annually by the Director of Transportation in accordance with Policy GBI – Evaluation of Personnel. | |
| Pay Grade: General Services Salary Schedule Grade D | Pay Type: Non-Exempt | Retirement: Public School |
| Contract Work Year: 180 Days Per Year, 8 Hours Per Day | | |
| Reports to: Director of Transportation | | |

MINIMUM QUALIFICATIONS

Must be able to work with co-workers especially drivers and the public satisfactorily. Must be able to follow oral and written instructions. Must be able to supervise children.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Responsible for knowing and following all policies and procedures of the Columbia County Board of Education and Department of Transportation.
- Responsible for accepting assignments as deemed necessary by the Route Supervisor, to include emergency situations.
- Responsible for attending all training courses, in-service and monthly staff meetings that the Route Supervisor deems necessary.
- Responsible for seeing to the safety and wellbeing of each child under his/her supervision.
- Responsible for reporting all discipline problems to the driver or school administration.
- Responsible for informing the Route Supervisor of any matters that are more than a local concern.
- Responsible for reporting absences from the job to the Route Supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES
 Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS
 In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 1999