



Position Title: Manager of Transportation

Lawrence Public Schools (LPS) is responsible for transporting 2,500 to 3,000 students in grades pre-kindergarten to 12, across more than 30 schools, to and from 10-15 communities. As part of the LPS Operations team, the Manager of Transportation oversees all aspects of student transportation and assignment. She/he is responsible for day-to-day management of systems and supervises daily operations of the district's transportation department.

The Manager of Transportation works closely with the Office of Student Support Services, Family Resource Center, Lawrence High School Campus and reports to the Chief Operating Officer.

Responsibilities:

- Supervise all on-site operations pertaining to the Department of Student Transportation.
- Develop and assist in the bidding of all transportation contracts.
- Prepare all bid award letters and recommendations, and submit to the Superintendent or his/her designee.
- Administer all bid awards to ensure compliance within the terms of the contracts. Including monitor and ensuring federal and state compliance.
- Make appropriate recommendations to the Superintendent or his/her designee regarding changes to transportation policies for the district.
- Assist in the development of school bus routings with the contracted vendors.
- In cooperation with the Office of Student Support Services to ensure appropriate transportation arrangements for all students who have transportation components contained within their IEP's.
- In cooperation with the Homeless & Foster Coordinator to ensure appropriate transportation arrangements for all students who have transportation eligibility as outlined in the McKinney-Vento Law.
- In cooperation with the Manager of Nursing/Health Care Services to ensure appropriate transportation arrangements for all students entitled to transportation support under Section 504.
- Working with other appropriate district administrators to insure timely and appropriate transportation within the city in support of curricula.
- Coordinate all professional development training for transportation personnel.
- Prepare and oversee all budgetary matters in the Transportation Department.
- Perform other duties as requested by the Superintendent or his/her designee.

Qualifications:

- Minimum of an Associate's Degree Preferred
- Five or more years' work experience in related field, with focus on effective and efficient customer service.
- Demonstrated ability to work closely with administrators, staff members, and sub-contractors.
- Demonstrated knowledge of municipal budgets and state bidding laws.
- Strong written and verbal communication skills in both English and Spanish.
- Ability to forecast, plan and organize.
- Demonstrated organizational skills with attention to detail.

- Technology savvy
- Ability to multi-task and work well in a high volume, fast paced environment.
- Ability to work flexible schedule.
- Excellent Communication Skills.
- Proficient in English, bilingual preferred.
- Desire to be part of a committed team focused on supporting families, students and schools.

Terms: Exempt, Twelve (12) Month Schedule

Salary: \$70,000 - \$90,000 commensurate with experience