

Job Description

Job Title: EDULOG Data Specialist
Position Code: 5N21, EN21
Job Classification: Non-Exempt

Supervisor: Supervisor of Transportation
Pay Grade: 31
Contract Length: 245 Days

Job Summary

Position is responsible for developing and maintaining computerized optimal bus routing solutions and schedules following established guidelines. Conducts computer simulations as required. Provides tabular and graphical information for rezoning and school zones.

Essential Duties

1. Uses Edulog to develop and maintain a computerized database of school bus routing and scheduling information. Updates and maintains a student database to generate schedules, stops, runs, and routes information.
2. Reviews and revises regular and special education student bus routes and schedules. Maintains optimal efficiency of operation and use of buses and drivers.
3. Provides routing lists, driver's directions, and student rosters for schools, drivers, managers, and the public as required.
4. Supports the Transportation Information System Analyst by using computer software to create and evaluate various routing and scheduling options given various constraints such as fleet size, bell times, safety hazards and budget constraints.
5. Assists department officials in responding to parental concerns by providing information on bus stops, times and runs. Creates folders with Edulog data to be used by those designated to respond to parental requests for services that are not in accordance with existing School Board policy.
6. Employs Edulog to conduct projections, simulations and studies as directed, including providing system-generated information to assist in the budget development process.
7. Conducts daily system and database maintenance functions.
8. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Transportation or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess Associate's degree, vocational technical degree or equivalent. Bachelor's degree preferred. Demonstrated expertise in the use of personal computers required. Thorough knowledge of, or the ability to quickly and accurately learn, the geographic and topographic characteristics of Newport News. Requires a thorough knowledge of the modern and complex principles and practices of efficient and economical transportation scheduling and routing; specifically, school bus runs and routes. In-depth knowledge of safety requirements, the pertinent Federal, State and local laws, codes and regulations pertaining to school bus operations is required. Must be able to perform all the essential duties of the position with minimal supervision. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the

general public. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The EDULOG Data Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Transportation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 08/2019 CR