



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Coordinator Transportation Integrated Services** FLSA Status: **Exempt**
Job Family: **Professional** Pay Range: **A/P Schedule, Grade T**
Prepared/Revised Date: **May 4, 2026** Job Code: **35720**

SUMMARY: Responsible for coordinating Transportation Services for students receiving Integrated Services support, ensuring safe, compliant, and effective operations aligned with Individualized Education Programs (IEPs), Individual Transportation Plans (ITPs), and Behavior Plans (504s). Serves as the primary liaison between the Transportation and Integrated Services departments to support student needs, staff training, and operational accuracy. Provides oversight of safety practices, data management, and specialized transportation requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Coordinate transportation services for students with IEPs, ITPs, and behavior plans to ensure services are implemented accurately and within required timelines.
2. Review and monitor bus video footage using district systems to ensure compliance with safety procedures and student management expectations. Maintain and oversee documentation related to video reviews, safety concerns, incidents, and transportation services.
3. Serve as the primary liaison between the Transportation and Integrated Services departments, collaborating with staff to support student needs and accommodation.
4. Attend IEP meetings as requested and provide consultation on transportation requirements and service feasibility.
5. Maintain and update transportation tracking systems and spreadsheets to ensure accurate student data, timelines, and service implementation.
6. Provide coaching, guidance, and support to drivers and paraprofessionals to promote safe and effective transportation practices.
7. Create, coordinate, facilitate, and support specialized training programs and professional development for operators/drivers and paraprofessional related to student needs and safety procedures.
8. Manage inventory and availability of specialized transportation equipment and ensure proper use for students with identified needs.
9. Conduct ride-a longs and regular check-ins with transportation staff to monitor performance, provide feedback, and support continuous improvement.
10. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized training and knowledge of students with disabilities required
- Bachelor's degree in special education, child development, psychology, social work, behavioral analysis or related field preferred
- At least two years of experience in student transportation and/or special needs experience required
- At least two years of demonstrated mentorship, coaching and/or leadership experience required
- Knowledge of trauma informed behavior de-escalation strategies preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- CPR and First Aid certifications
- Must meet District driver insurability requirements
- Subject to random drug testing requirements
- Commercial driver's license (CDL) with P&S endorsements required within 6 months of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond outside of business hours
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, Synergy, Enrich, Bus Planner, Gatekeeper and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Manager Transportation Safety	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students on special needs bus routes

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X



VISION DEMANDS:	Required
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	