



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Activities Scheduler**

Job Family: **Transportation**

Prepared/Revised Date: **June 26, 2025**

FLSA Status: **Non-Exempt**

Pay Range: **TP48H**

Job Code: **50405**

SUMMARY: Responsible for scheduling, billing and assigning operators and paras for all athletic and field trips for all schools and departments in the district and outside groups who are authorized to use district vehicles. Communicate and coordinate with Transportation department and school staff.

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. Review and process activity and athletic trip requests, and coordinate with school staff for all bus field trips and schedules according to district and department procedures and guidelines. Create activity and athletic trip schedules, routes, and maintain trip log. Assign operators, paras and equipment that efficiently minimize the cost to schools, customers and the department. Establish cost estimates and provide specific information regarding trip procedures and guidelines to schools and departments.
2. Create and assign weekly online field trip schedules for all operators and paras to bid on.
3. Process trip forms and keep accurate yearly trip information, including school, activity, total ridership, and mileage, designation, and operator/para hours for the district finance team and for annual audits performed by the Colorado Department of Education.
4. Confirm all trips scheduled for Friday evenings and weekends are accurately scheduled for departures, destinations, and return times.
5. Coordinate and process scheduling, organizing and parking for large events with the training team. Serve as on-call liaison as needed.
6. Coordinate timely and accurate data entry, filing, mail distribution, and maintenance of monthly reports.
7. Coordinate in-state and out-of-state travel for department staff including travel expenses, lodging, and miscellaneous expenses.
8. Maintain CDL and assist department as part of the driving rotation, assisting with route coverage as needed.
9. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Three years of related experience required
- Experience in complex scheduling and organizing multiple calendars and schedules strongly preferred
- School bus driving experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Commercial Driver's License (CDL) Class B with P2 and S endorsement required within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Pass Department of Transportation (DOT) physical

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to participate and work in a team environment
- Knowledge of Colorado Department of Education (CDE), Poudre School District policies, procedures and guidelines for school buses and drivers
- Knowledge of CDE policies and procedures pertaining to state required reporting
- Organization, time management, and detail oriented skills
- 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 Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, email, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

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

- Responsible for supervising the behavior and well-being of students while loading, transporting, and unloading from the bus

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		



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



VISION DEMANDS:	Required
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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