

0994 Executive Director, Transportation Department

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 57,000 students who speak more than 44 documented languages across 132 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement, requiring broad collaboration across an array of strategic partners. In 2014 SFUSD created an inspiring statement, [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives](#), SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025. As we work toward changing the system so that it truly is able to serve all students, a strong set of core values and core beliefs guide us through the challenges that come our way.

- Student-centered: We put students' needs first.
- Fearless: We persist through challenges.
- United: We celebrate and build on each other's strengths.
- Social justice: We stand with those most vulnerable in our community.
- Diversity-driven: We respect and seek to understand each person.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

The **0994 Executive Director of Transportation** reports to the Chief of Policy & Operations and is directly responsible for the management of the day-to-day operations of SFUSD's pupil transportation services. SFUSD provides transportation services, through contracts with private transportation providers, for home-to-school, field trips, athletics, and special events, to over 140 school sites throughout the District and has an operating budget over \$25 million. The Executive Director coordinates and supervises pupil transportation for the District, manages transportation contracts with private vendors, leads the transportation staff, develops and monitors the annual transportation budget, and performs related duties as required. The Executive Director manages a staff of 8-10 people who coordinate and supervise pupil transportation services (e.g., home to school, field trips, athletic trips, and special events), and manages multi-million dollar contracts with transportation vendors who provide buses and drivers. The Executive Director exercises considerable discretionary judgment and analysis in the identification and resolution of problems, and is responsible for program planning and the identification of future resource needs.

- Provide leadership that helps build a culture of equity and accountability in SFUSD, optimizes the use of public funds to improve outcomes for students, and interrupts policies and practices that perpetuate inequities.
- Develop a comprehensive transportation plan that responds to the diverse needs of SFUSD students and families and prioritizes active and sustainable transportation. Assess transportation system needs,

establish transportation system goals and objectives in accordance with District policies; determine priorities and implement changes to meet current and future goals and objectives.

- Execute policies, procedures and methods related to pupil transportation, including recommending and developing new policies and methods to improve service and reduce costs.
- Plan, monitor, evaluate, and lead the operation and administration of SFUSD's Transportation department; identify present and future requirements for Transportation; identify and resolve problems or conflicts; make or recommend final decisions regarding policy, operations, and administrative procedures to ensure safe and effective operation of pupil transportation services.
- Develop and manage the transportation budget; direct and monitor expenditures in accordance with the approved budget; direct the preparation and maintenance of a wide variety of statistical, fiscal, and operational reports; and provide executive management with an early warning and practical options to mitigate potential cost overruns.
- Administer contracts for all transportation vendors providing services to the District; ensure that the transportation services are provided in compliance with federal, state and local regulation and maintain state-of-the-art expertise in the transportation field; compliance with all health, safety, maintenance, environmental regulations and protocols required by law.
- Manage daily operations, including the design of routes and schedules to transport SFUSD students to all required locations in a safe manner and on time; monitor bus load and vehicle utilization to ensure efficiency and adherence to approved schedules and routes; perform audits of individual bus routes, monitor travel times, identify problem areas and recommend changes for optimum operational efficiency.
- Coach and develop team members to achieve results and help them to reach their full potential; select, train and evaluate staff; provide ongoing staff training programs; develop work schedules.
- Build strong relationships with school leaders, families, community-based organizations, and government agencies; represent transportation services at District, City, and community meetings; facilitate discussions with multiple stakeholders; develop and present information at various community forums.

The strongest candidates will have:

Knowledge of:

- Management and administrative techniques to lead and transform public sector transportation services
- Technology and techniques to design routes and schedules that optimize efficiency
- Applicable laws and regulations required for the transportation of public school students, including students with special needs
- Knowledge of industry trends for green/healthy pupil transportation and other health and environmental issues related to the field

Skill in:

- Basic office equipment including computer, peripherals, telephone
- Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Google Suite, transportation planning and management software

Ability to:

- Guide organizational progress by defining the critical issues, establishing a vision, setting measurable objectives, and prioritizing strategies
- Strategically plan and coordinate complex transportation schedules and routes that reflect the changing needs of the District, including changes in enrollment patterns and school assignment protocols
- Manage, supervise, train, and coordinate transportation services personnel and operations for a large urban school district
- Monitor and direct transportation service contacts and implement cost controls
- Identify, analyze and report upon activities, issues, and problems and recommend appropriate solutions
- Analyze data and complex issues, and present facts clearly and concisely orally and in writing
- Make group presentations and facilitate complex policy discussions
- Identify innovative solutions to maximize efficiency with limited resources
- Establish and maintain effective working relationships with departmental staff, other departments, families, community, school administrators, and representatives of local, state, and federal agencies

Minimum Qualifications

- Requires a Bachelor's degree from an accredited college or university, with major course work in transportation and logistics management, urban planning, or a related field, AND five (5) to seven (7) years of transportation service experience, including at least three years of management or supervisory experience;

OR

- Requires a Master's degree from an accredited college or university in transportation planning, urban planning, or related field, AND at least three years of management or supervisory experience in the field of transportation.

Additional Qualifications

- Must have knowledge of transportation planning and management software
- Must have valid CA driver's license

What We Offer

SFUSD offers a competitive salary of \$114,493 - \$152,658 annually, commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.