

# Iowa Pupil Transportation Association



## Executive Director Position



The Iowa Pupil Transportation Association is advertising for the position of Executive Director. *Please electronically send:*

- 1) **Letter of application**
- 2) **Current resume**
- 3) **Include a list of references**

Please send letters of application by email, and titled to:

**“Executive Directors Application”**

**Carlos Guerra, IPTA Board President**

**[cguerra@norwalk.k12.ia.us](mailto:cguerra@norwalk.k12.ia.us)**

The applications for this position will close on November 19, 2021, at 4:00 p.m. (Central Time)  
Iowa Pupil Transportation Association Executive Director job description can be found on the  
IPTA Website: [www.4ipta.org](http://www.4ipta.org) under the Quick Links, Employment Opportunities

### Preferred Knowledge, Skills and Abilities:

- Knowledge of Iowa’s yellow school bus transportation programs including statutory requirements and rules relating to school transportation in Iowa (**Minimum of five (5) years’ experience**)
- Organizational skills relating to the daily operations of an association including work schedules, timelines, financial accounting, and recordkeeping.
- Proficiency in the use of e-mail, electronic communications, and website maintenance.
- The ability to maintain professional relationships with the membership, media, governmental agencies, other associations, and the general public.
- Excellent oral and written communication skills.
- Willingness for travel to attend meetings and programs sponsored by the IPTA or to represent IPTA at conferences and events sponsored by other organizations.
- Experience working for schools as an administrator, transportation director/supervisor or maintenance technician.
- Knowledge of school administration operations and procedures.
- Knowledge of electronic, web-based platforms to facilitate online meetings for the organization. i.e.: Zoom, Google Meet, or Microsoft team.
- Demonstrated proficiency with Microsoft professional office products (Word, PowerPoint, Publisher, and Excel) and accounting software.

Applications will be screened, and interviews will be given to qualified applicants.

This is a part time position, and the selected individual will be offered a separate work/wage agreement.

## **Iowa Pupil Transportation Association Job Description**

### **Position Title:**

Executive Director (hereafter referred to as “ED”)

### **Job Goal:**

Support the mission of the IPTA by representing the association, including its membership and Board of Directors.

### **Hours/Days/Place of Work:**

Hours and days of work will be specified in the individual employment contract. All necessary office equipment and furniture will be provided by IPTA upon board approval. It is expected that regular office hours be established and tended unless conducting IPTA business elsewhere or attending meetings on behalf of the IPTA.

### **Performance Responsibilities:**

1. Develop and maintain an effective outreach program that produces increased association membership and participation in association programs and activities.
2. Promote and maintain a positive business partnership with the Department of Education, other government agencies, school transportation industry vendors, associations, and other professional organizations.
3. Coordinate internal and external communications, which ensure a timely response to incoming requests. Provide accurate, up-to-date information for all publications and the IPTA website. Have a clear understanding of the association’s position and message on various issues as they develop.
4. Monitor important trends and issues to enable the association to maintain a proactive stance in terms of member and public information and legislative initiatives.
5. Speak effectively on behalf of the association by using input from appropriate sources within the association.
6. Serve as a clearinghouse for information on a wide range of industry and association issues.
7. Promote the financial stability of the association by prudent financial management practices and by securing or identifying appropriate funding sources.
8. Implement projects, initiatives and programs that will serve the needs of the membership, financial goals, and objectives of the association.
9. Serve as a liaison to association committees, business, and corporate sustaining members by serving as a resource for technical support and policy issues.
10. Represent the association, when appropriate, on committees, councils and other group meetings that may have the potential to impact Iowa’s school transportation programs.
11. Other duties as assigned by the President and/or Board of Directors.

### **Reports to:**

Association President

### **Related Responsibilities:**

The following responsibilities have been identified as representative of the work of the ED. They are considered to be flexible with regard to the needs of the association.

- **Representation:** Represent the association in all matters involving government, media and the membership including making presentations, serving on industry related committees, councils, and interact with internal and external affiliates and associations.
- **Advocacy:** Advocate for the IPTA and the pupil transportation industry. Monitor school transportation legislation, other activities/happenings within Iowa as well as at the federal level, keeping the Board of Directors and membership informed of important issues.
- **Professional Development:** The Board of Directors expects that the ED will continually strive to improve his/her knowledge base of IPTA and the pupil transportation industry through contact with industry sources, attendance at State and national conferences.
- **Membership Services:** Serve as the initial contact for the membership. Route and/or answer routine telephone calls and email from members and member schools. Communicate with all members professionally and proactively.

- **Newsletter:** Facilitate the writing, editing, printing, and mailing of the association’s newsletter, “*Bus Stop News*,” in a timely manner according to Board’s wishes.
- **Programs and Services Development:** Initiate and implement new and sustainable programs and services, meeting the needs of member supervisors, maintenance technicians and other transportation staff.
- **Conference(s), Tradeshow(s), Regional Meetings:** Plan, organize and manage the association’s Annual School Transportation Conference, Tradeshow, Regional Meetings, and other association events.
- **Financial Accounting:** It is the responsibility of the ED to receive all fee payments to the association and deposit all monies in a timely manner in a financial institution approved by the Board of Directors. In addition, oversee the receipt and payment of all approved expenses incurred by the association from the association’s checking and/or savings account or credit card. Maintain an accurate electronic and manual accounting of all income and expenses of the association. Provide annual financial information to an approved certified public accountant for preparation of the annual income tax report to the IRS.
- **Membership Fees:** Maintain and oversee membership fee notifications, fee collections, necessary follow-up, and associated recordkeeping.
- **Membership Marketing:** Create a marketing strategy to promote and encourage new individual and school district memberships among school transportation personnel and sustaining memberships by businesses that provide products and services to Iowa’s school transportation programs.
- **Activities Report:** Prepare and distribute at least monthly an ED’s activities report to the Board of Directors.
- **Board Meetings:** The ED is expected to arrange meeting space and attend all regular and special Board meetings. It is the responsibility of the ED to prepare, with the assistance of the President, meeting agendas and distribute same in a timely manner to Board members and special committee chairpersons.
- **Website:** Review and provide updated information monthly on the association’s website. ([www.4ipta.org](http://www.4ipta.org)).
- **TEAM Manual:** Notify schools of the intent to update the IPTA Transportation Emergency Assistance Manual (TEAM). Collect updated contact information and transmit electronically a copy to the designated IPTA Website [www.4ipta.org](http://www.4ipta.org).
- **IASB Convention:** Secure an IPTA booth at relevant convention(s) and establish a work schedule for Board members to assist the ED in working the booth.

### **Evaluation Method**

Written evaluations shall be conducted by the president and reviewed by the Board of Directors. These evaluations shall occur after 90 days and 180 days after initial hire, and thereafter annually during the third quarter of the calendar year and after the annual conference.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of Iowa’s yellow school bus transportation programs including statutory requirements and rules relating to school transportation in Iowa. (**Minimum of five (5) years’ experience**)
- Organizational skills relating to the daily operations of an association including work schedules, timelines, financial accounting, and recordkeeping.
- Proficiency in the use of e-mail, electronic communications, and website maintenance.
- The ability to maintain professional relationships with the membership, media, governmental agencies, other associations, and the general public.
- Excellent oral and written communication skills.
- Willingness for travel to attend meetings and programs sponsored by the IPTA or to represent IPTA at conferences and events sponsored by other organizations.
- Experience working for schools as an administrator, transportation director/supervisor or maintenance technician.
- Knowledge of school administration operations and procedures.
- Knowledge of electronic, web-based platforms to facilitate online meetings for the organization. i.e.: Zoom, Google Meet, or Microsoft team.
- Demonstrated proficiency with Microsoft professional office products (Word, PowerPoint, Publisher, and Excel) and accounting software.