

## **Gahanna-Jefferson Public Schools Position Description**

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Position Title: Routing Specialist  
Reports To: Transportation Supervisor  
FLSA Status: Exempt  
Pay Grade: 1  
Revision Date: May 31, 2024

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**SUMMARY:** Performs various duties as support staff for the Transportation Department: develops the electronic routing for Gahanna-Jefferson Public Schools, maintains radio contact with bus drivers to ensure timely and safe student transportation, communicates with parents and community members, and provides support with routing and computer systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Assigns students to bus routes and bus stops.
- Maintains electronic routing sheets for drivers to follow when driving routes.
- Keeps electronic routing software current and uploaded.
- Assists in coordinating route adjustment requests with transportation staff.
- Follows accepted FCC regulations and guidelines.
- Knowledgeable about state laws and regulations concerning operation of a school bus.
- Assists with field trip assignments.
- Assist with paperwork in relation to field trips.
- Provides communication with the schools concerning field trips.
- Drives a bus in emergency situations only as directed by the Transportation Supervisor. Is eligible to drive emergency field trips only.
- Assists in the set up and implementation of bid meetings.
- Answers and assists in making phone calls:
  - a. Provides transportation information to schools and parents.
  - b. Assigns students to bus routes.
  - c. Directs bus concerns to the proper coordinator.
  - d. Directs various calls to other department staff.
- Promotes good public relations:
  - a. Greets and assists visitors entering the Transportation Department office.
  - b. Interacts in a positive manner with staff, students and parents.
  - c. Maintains a professional appearance.
- Keeps a log of all radio calls.
- Ensures professional radio communication.
- Assists in the maintenance of the uniform filing system for all information and other pertinent data.
- Maintains up-to-date student transportation files.
- Inputs information into and retrieves information from computer accurately.
- Keeps records of bus status and state of repair.
- Maintains respect at all times for confidential information.
- Provides clerical support to the Transportation Department office.
- Prepares for professional development activities as needed.
- Assists in analyzing data, typing and formatting reports, and department correspondence.
- Distributes voice messages.
- Attends meetings and in-services as required.
- Assists with the training of drivers, bus helpers and general staff to meet department needs.
- Assists with the organization, coordination and implementation of training requirements to maintain state compliance guidelines.
- Other duties as assigned by supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- None.

*QUALIFICATION REQUIREMENTS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- High school diploma or equivalent.
- Three to five years of previous related experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have or be able to obtain a Commercial Driver's License with a good driving record.
- Must be a certified OBI and/or willing to get an OBI accreditation.

**LANGUAGE SKILLS:**

- Ability to read, analyze and interpret documents and instructions.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with people.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

- Must have strong communication, computer and interpersonal skills.
- Ability to deal effectively with parents and others and be sensitive to confidential information.
- Must have the ability to learn and utilize new software programs as systems are upgraded.
- Word processing with accurate grammatical, spelling and punctuation skills.
- Ability to work with essential office equipment.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

*PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, talk, sit and hear. The employee frequently is required to walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*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.*

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

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Signature

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Date

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*