Gahanna-Jefferson School District Position Description

Position Title:	District Secretary – Transportation Department
Reports To:	Transportation Supervisor
FLSA Status:	Non-Exempt
Revision Date:	April 3, 2024

SUMMARY: Performs specialized secretarial, clerical and generalized office management duties for the Transportation Department under the direction of the transportation administrators. Engages in administrative support, communication with parents and school staff, data management and coordination of transportation services. Serves as a liaison to the public and maintains positive public relations for the department.

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.
- Makes contact with the public with tact and diplomacy.
- Promotes good public relations.
- Greets visitors and provides appropriate information.
- Serves as secretary to the administrators in the department.
- Develops and maintains a filing system.
- Demonstrates the use of advanced technology skills for the management of data and for communication purposes.
- Prepares correspondence and other documents such as files, records, reports and calendars as needed for the department.
- Schedules events and meetings for the department.
- Enters requisitions for supplies and routes deliveries to the proper individuals in the department.
- Processes time sheets.
- Assists with maintaining inventory and ordering office supplies for the department.
- Supports the management of the building budget including: budget line management, completing requisitions, processing purchase orders, cash handling, managing petty cash, accurate accounting and running budget reports.
- Prepares documents and reports, distributes mail, maintains records, inputs data and information, answers phones, and provides information to school personnel, parents and others.
- Attends meetings and in-services as required.
- Assists with the maintenance of the uniform filing system for all information and other pertinent data.
- Operates and maintains all office equipment including copier, fax machine and computer.
- Compiles pertinent data to prepare various required state and local reports.
- Communicates with parents/guardians and appropriate staff concerning student registration and transportation information.
- Assists with keeping up-to-date files for all department employees including driver certification, licensing and physical exam records.
- Notifies drivers, parents and school personnel of any changes in a student's bus service, such as an address change, change in pick-up and drop-off location, change in time or bus change.
- Maintains radio contact with drivers.
- Handles routine correspondence independently.
- Assists with dispatching, route coverage and assignment of field trips.
- Maintains bus rider assignment records and appropriate student records as needed.
- Provides new hires with any information that is needed per the Transportation Supervisor.
- Must be prepared to handle emergencies and notify the proper department(s).
- Distributes and collects staff leave forms.
- Accounts and arranges for banking of funds and writing checks.

- Receives and checks incoming office supplies, materials and equipment.
- Maintains desk, storage and work room areas in a neat and orderly manner.
- Trains and orients other secretarial/clerical personnel in office procedures.
- Utilizes emergency procedure knowledge (i.e., Ohio Transportation Policies and Procedures).
- 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 related previous experience preferred.
- Priority will be given to applicants with previous experience in an educational environment.

CERTIFICATES, LICENSES, REGISTRATIONS:
- None.

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.

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.
- Must be well-organized, able to multi-task and have excellent time management skills.
- Must be capable of setting priorities and working under pressure.
- Ability to deal effectively with parents and others and be sensitive to confidential information.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Word processing with accurate grammatical spelling and punctuation.
- Must type accurately a minimum of 40 WPM.
- 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.
- Bookkeeping skills.
- Radio dispatching skills.
- Knowledge of routing students and buses.
- 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 and hear. The employee frequently is required to walk. The employee must occasionally lift and/or move items such as school supplies and books. 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.

_____ _____

Signature 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.