

JOB DESCRIPTION

Position: Transportation Administrative Assistant

Classification:

Reports to: Transportation Logistical Administrator

Employment Status: Regular

FLSA Status:

Description: Performs a variety of activities related to student transportation services for all eligible students within the Norwalk city limits attending Norwalk Public Schools, out-of-district schools for special education students, regional magnet schools, the regional technical high school, the regional agriscience and technology school and authorized non-public schools serving Norwalk students.

NOTE: Items listed below are not ranked in order of importance.

Essential Functions:

- Assist in the implementation of the Norwalk Board of Education administrative policies, rules, regulations and directives
- Follow Norwalk school policy to ensure work place safety
- Receive and follow oral or written instructions from supervisor
- Answer telephone calls, emails and correspondence and respond to inquiries in a timely manner
- Assists in implementation NPS Transportation Policy and *School Accommodations Guide for Parents and Guardians* regarding transportation guidelines
- Assists in scheduling transportation services for all public, nonpublic, charter and magnet school students within Norwalk city limits also students attending J.M. Wright Technical High School, Stamford Regional Agriscience and Technology Program and regional magnet schools
- Assists in scheduling transportation in town and out of district door to door services
- Process all invoices for all transportation service providers
- Assists with data collection and preparation of scheduling for transportation software and data platforms
- Assists in maintaining/updating department website page with information and resources
- Assists with parent bus stop requests, collection of data and processing of requests, parent outreach and communication.
- Maintain respect at all times for confidential information

Other Duties and Responsibilities:

- Interact in a positive manner with staff, parents, vendors and visitors
- Respond to questions and requests in a timely manner
- Promote good public relations by personal appearance, attitude, and conversation
- Maintain a level of approachability by staff, parents, vendors and visitors

Qualifications/Certificates:

- Level of Associates Degree or higher education
- Experience working in the area of transportation routing, logistics or a related area
- Such alternatives to the above qualifications as the Superintendent or designee find appropriate
- Bilingual candidate required

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing



- Ability to listen attentively
- Ability to perform assigned tasks with accuracy and efficiency
- Ability to schedule and prioritize workflow
- Considerable knowledge of math
- Ability to demonstrate highly effective organizational and problem solving skills

Additional Working Conditions:

- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, crouch, climb and stoop
- Periodic interruption of duties by staff, students, visitors, intercom and/or telephone
- Occasional requirement to lift, carry, push and/or pull various supplies and/or equipment up to a maximum of 10 pounds

Equipment Operated:

- Computer
- Printer, Scanner, Copier, Fax Machine

Required Testing:

Continuing Education or Training:

District offered Professional Development

Clearances:

Fingerprint
Background Check

Evaluation:

Performance will be evaluated annually in accordance with the provisions set forth by the Norwalk Board of Education.

Acknowledgement:

My signature below represents that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date