

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CT

Transportation Support Secretary

Duties

- Receives transportation visitors to the building.
- Coordinates and schedules athletic charters and distributes schedules to contractor.
- Has working knowledge of Versatrans routing system. Updates bus routes, both regular and special education, for public and private schools, as directed by the Transportation Manager.
- Maintains updated student data file in Versatrans.
- Maintains student data interface with Infinite Campus/Versatrans.
- Responsible for the operation of the postage system, including knowledge of mail meter machine, bulk mailings, special mailings and deliveries.
- Answers phones and maintains a record of calls.
- Sends transportation emergency messenger alerts with regard to bus accidents, delays, mechanical breakdowns, etc, as directed by the Transportation Manager.
- Schedules field trips and coach charters.
- Maintains and creates calendars/schedules for in and out of district schools, regular and special education.
- Performs other activities/special projects as required.

Qualifications

- Computer literacy in Microsoft, Word, Excel, and database applications.
- Excellent phone communication.
- Excellent interpersonal skills.

Salary and benefits per TASS contract. Position is Wage Grade II, 40 hours per week, calendar year. Hours 8:00 am – 4:00 pm, subject to change upon mutual agreement between employee and supervisor.