

Rochester Community Schools

Job Description

Title: **Transportation Secretary/Administrative Assistant**

Classification: This position is classified as a full time, 12-month position and is subject to the rules, regulations, policies, and procedures of the Board of School Trustees, Pay is hourly based on the Transportation Secretary schedule.

Holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's, Memorial Day, 4th of July

Reports to: Transportation Director

Education and/or Experience: High School diploma or G.E.D. certificate. Strong knowledge/background computers and computer applications. Must pass corporation spelling, grammar, and keyboarding test.

Certificates, Licenses, Registration: Possess a valid state operator driver's license.

Qualifications:

1. The individual must be able to multi-task, work with several interruptions, and perform each essential function satisfactorily. A strong working knowledge of computers is essential. A strong working knowledge of computer software is required, including, but not limited to: internet, scheduling software, student database programs, accounting software, email programs, Microsoft word, Excel, and PowerPoint. It is essential that the individual be able to maintain confidentiality regarding students, parents, faculty, and other staff. The requirements listed below are representative of the knowledge, skill, and/or ability required.
2. Knowledge of:
 - a. Organization and coordination practices, methods and techniques of above average to complex clerical functions;
 - b. Modern office methods and equipment, including micro-computers, and software programs;
 - c. Accounting and book keeping practices;
 - d. Automated record management and filing systems, receptionist and telephone techniques, correspondence and report writing.
3. Ability to:
 - a. Interpret, and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to a school corporation.
 - b. Effectively and efficiently operate computer terminals and micro-computers, and utilize application software.
 - c. Compose correspondence independently;
 - d. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required.
 - e. Type or keyboard at a net corrected speed of 50 words per minute;
 - f. Make arithmetical calculations with speed and accuracy;
 - g. Understand and carry out oral and written directions;
 - h. Establish and maintain cooperative working relationships;
 - i. Skillfully meet and serve visitors, parents, staff and students politely, warmly, and graciously

Summary: performs secretarial duties and assist Transportation Director, Business Manager, and Superintendent in clerical work and minor administrative and business detail. Develops the transportation schedule, bus routes, and cost analysis. The Transportation Secretary remains on call to assist in transportation issues 24 hours, 7 days a week.

Supervisory Responsibilities: The Transportation Secretary directly supervises office activities. Responsibilities include planning, assigning, and directing work; addressing complaints and assisting in resolving problems.

Performance Responsibilities: Transportation Secretary

1. Reviews, screens, sorts, and distributes incoming correspondence and communications and refers specific communications or correspondence to appropriate administration or staff members.
2. Greets and directs visitors to the appropriate personnel.
3. Assists parents, students, and staff.
4. Maintains a daily bus driver attendance log, and the concomitant records for substitute drivers.
5. Arranges for driver substitutes as appropriate.
6. Arranges ECA and athletic trips.
7. Prepare ECA and athletic trip sheets, substitute driver claims, and log sheets for payroll.
8. Maintains records of all bus driver physicals, renewal dates, driver license, and log sheets for payroll.
9. Schedules maintenance for all buses, cameras, and 2-way radios.
10. Picks up and delivers bus drivers and other maintenance personnel who transport buses for repairs, etc.
11. Files correspondence and other records.
12. Maintains inventory of office and transportation supplies.
13. Compiles and types statistical reports.
14. Makes copies of correspondence or other printer matter.
15. Prepares outgoing mail.
16. Operates the transportation computerized routing program.
17. Initiates follow-up activities to ensure that the operational times lines are met.
18. Completes as well as receives and organizes purchase order requests for submission.
19. Receive, organize and distribute incoming supply orders.
20. Assists with tracking of transportation expenditures.
21. Completes and submits transportation reports.
22. Complete travel arrangements and reservations
23. Maintain daily bus driver, attendant, substitute, and student bus attendance.
24. Maintains office equipment.
25. Maintain the Emergency Preparedness information for the Transportation Department.
26. Ensures medical information for special education students are appropriately labeled and available as indicated by law.
27. Assists the Transportation Director in the planning and assigning of bus routes for regular, summer and intersession schedules.
28. Additional duties as assigned by the Transportation Director, Business Manager, or Superintendent.

Supervisory Responsibilities: Responsibilities include collecting proper paper work form drivers, addressing complaints and assisting in resolving problems.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, teachers, and administrators of the school.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to transcribe accurately including, but not limited to, spelling and grammar with reasonable speed. The employee will be able to operate all office equipment; including, but not limited to internet, cell phones, digital camera, camcorder, and DVD player.

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 ensure individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or occasionally required to stand, walk, and reach with hands and arms. The employee may also have to lift up to 25 pounds from the floor to a height of 60”.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use and maintain the following machines, tools, equipment, and work aids which may be representative, but not all inclusive of those commonly associated with this type of work.

Work Environment: The work environment characteristic described here are representative of those and 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.
There are no environmental hazards indicated for this position.