

Secretary to the Supervisor of Transportation Job Description

Purpose: The Secretary of Transportation coordinates office and clerical support to assist with the efficient operation of the Transportation Department. To accomplish these tasks, the Secretary of Transportation works closely with the staff and administration of the district.

Responsible to: Supervisor of Transportation

Payment rate: Salary and benefits established by the Board of Education

Qualifications:

1. High school diploma or equivalent.
2. At least two years of effective and relevant work experience.
3. Communicate well, both orally and in writing (English and Spanish).
4. Establish and maintain effective working relationships with other employees.
5. Detail oriented and ability to handle multiple tasks in a constantly changing environment.
6. Demonstrate proficient technology skills in Microsoft and management programs.
7. Effective organizational, customer service, communication, and problem solving skills.
8. Health and Inoculation Certificate on file in Administrative Service Center (after employment offer is made.)

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Communicate effectively with all members of the school district and community to solve transportation-related problems.
- b. Well-developed interpersonal skills with the ability to get along with diverse personalities in a tactful and professional manner.
- c. Must be able to use radio and dispatch buses.
- d. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
- e. Demonstrate skill and efficiency in the operation of general office equipment.
- f. Develop a working knowledge of student, employee, and transportation management systems/software/websites.
- g. Regular and consistent attendance is essential and required.
- h. Ensure all school transportation and activities conform to state and federal guidelines.
- i. Support the philosophy and mission of USD 202
- j. Comply with all policies, rules, and regulations at the federal and district levels.

2. Physical Requirements/Environmental Conditions:

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- d. Stoop, kneel, crawl, bend, turn, reach, climb, and balance.
- h. Must be able to work indoors and outdoors year-round.

- i. Must be able to work in noisy, crowded, stressful environments.
- j. Must be able to work in and around dust, fumes, and odors.
- k. Must be able to handle physical and emotional stress.
- l. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Provide secretarial, office management, and clerical support as needed to enhance and improve the efficient operation of the district and the Transportation Department.
- 2. Greet all internal and external customers in a pleasant and respectful manner and reply to inquiries in a timely manner.
- 3. Create and copy correspondence, reports, bulletins, records, and other materials.
- 4. Ability to send messages via auto dialer regarding school events and notifications.
- 5. Assist with bus route enrollment procedures and communication.
- 6. Facilitate and manage the student behavior management plans between the school and transportation office.
- 7. Maintain accurate student transportation files and update routing and behavioral information into the student management system.
- 8. Ensure safety regulations are observed at all times.
- 9. Assist, organize, and maintain accurate records of student transportation name cards/bus passes alongside the Technology Coordinator.
- 10. Report all accidents and file required accident reports with the Transportation Supervisor.
- 11. Notify direct supervisor and Business Services Office of any bus accident or incident that involves a significant student issue, property damage or any matter that could result in parent or media interest.
- 12. Keep abreast of new information, innovative ideas and techniques.
- 13. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 14. Keep records and student, family, employee information confidential.
- 15. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
- 16. Other duties as assigned by the Executive Director of Administrative Services, which are consistent with the general requirements and essential functions of the position.

Terms of Employment: Academic year as calendared plus other days as assigned.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved: ?/?/??