

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Transportation Secretary/Assistant Supervisor
Reports to:	Transportation Supervisor
Employment Status:	Regular/Full-time, 8 hour per day, 205 days per year
FLSA Status:	Non-Exempt
Description:	Provide clerical and supervisory assistance for the efficient and effective operation of the School transportation office. Assist where appropriate the support staff, as well as students, parents and members of the community
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Prepare correspondence and other typing/word processing duties as directed by the Transportation Supervisor
- Prepare announcements for staff
- Register and/or withdraw students for/from transportation
- Assist in the maintenance of scheduled appointments, conferences, and interviews for Transportation Supervisor
- Maintain student and personnel folders and emergency cards via computer database
- Administer first aid when necessary
- Contact parents/emergency contacts as needed
- Prepare both statistical and routine reports, memoranda, bulletins, etc.
- Maintain and account for requisitions and purchase orders
- Coordinate maintenance, repair, and supplies for copy machine, fax machine and other office equipment
- Process new student information
- Distribute and collect staff leave forms
- Process weekly time sheets
- File, collate, copy, and distribute materials
- Type P.O.'s, verify orders, send packing list and copy of P.O. to Treasurer for payment
- Maintain student EMIS information, e.g., change of address, phone number, guardian, medical history, etc.
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, grades, medications and health restrictions, court documents and papers
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Field and route incoming phone calls
- Manage dispatch radio communications between office and drivers.
- Process, and assign drivers for, all incoming extracurricular and athletic transportation requests.
- Process trip cards for driver compensation.
- Review bus video footage for the investigation of reported bus incidents.
- Secure substitute route bus drivers and bus aides on an as needed basis.
- Manage outdated district inventory for the purpose of posting and selling on GovDeals.
- Assist employees with questions and/or concerns regarding payroll, human resources, etc.
- Manage transportation department in the absence of the transportation supervisor.

Other Duties and Responsibilities:

- Respond to routine questions and requests in an appropriate manner
- Prepare supply, material, and equipment requisitions
- Assist with student transportation scheduling
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Perform other duties as assigned by the Transportation Supervisor or Superintendent

Qualifications:

- High school diploma or general education degree (GED)
- Secretarial experience preferred
- Documentation of a clear BCII and FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Appropriate state of Ohio certification/license
- State of Ohio Class B commercial driver's license with S and P endorsements

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Excellent computer skills
- EMIS knowledge
- First-aid training
- Bookkeeping and accounting skills
- Trained in student management, and handling of special needs children
- Trained to recognize signs of abuse or neglect and the signs of drug or alcohol abuse.

Equipment Operated:

- Copy machine
- Calculator
- Computer/printer
- Fax machine
- Telephone
- School Bus / Transportation Vehicle
- Safety equipment on bus
- Fire extinguisher
- First aid kit
- Body fluid kit
- Various handheld items, e.g. tire iron, oil can, flares, broom, dustpan, flashlight, squeegee

Additional Working Conditions:

- Exposure to blood, bodily fluids, and tissue
- Exposure to loud noises
- Requirement to travel
- Requirement to work overtime
- Interactions among unruly children
- Exposure to loud noises
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephoning

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.

Superintendent or designee

Date

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.

Signature

Date

Adoption date: