

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TRANSPORTATION SECRETARY	File 207
Reports to:	Transportation Supervisor	
Job Objectives:	Performs secretarial duties and administrative support services necessary for the effective management of transportation operations.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma and a satisfactory pre-employment skill test score.· Post-secondary secretarial or office management training is desirable.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Bookkeeping skills and the ability to compute mathematical data accurately.· Congenial telephone etiquette.· Multitasking ability and strong diplomacy skills.· Proficient in business protocol and the use of office equipment.· Proficient in data entry, spelling, proofreading, and the correct use of grammar.· Proficient in the use of computer software and maintenance of office records.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Performs secretarial and administrative support duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Respects personal privacy. Maintains the confidentiality of privileged information.· Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.	

- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Prepares message boards, displays, and bulletin boards as directed.
- Keeps up-to-date with building procedures. Helps keep students, parents, and staff informed about procedural changes as directed. Refers inquiries requiring policy interpretation to administrative staff.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Verifies the accuracy of database information as directed.
- Assists with public relations projects (e.g., district calendar/annual report, levy/bond issue materials, alumni database, etc.).
- Prepares district mailings. Delivers inter-school mail as directed.
- Helps prepare bus routes. Distribute information to students/parents and building administrators. Responds to requests for transportation information.
- Prepares transportation rosters (e.g., student names, grade levels, school attended, bus identification, pick-up and drop off points, time schedules, etc.).
- Prepares accurate up-to-date list of student information for each bus.
- Helps schedule non-routine use of school vehicles (e.g., field trips, athletic contests, community requests, etc.). Prepares payroll documentation and trip reports.
- Helps coordinate Ohio State Highway Patrol annual bus inspections.
- Prepares materials for bus safety programs.
- Types student misconduct reports.
- Monitors bus communications. Conveys information as needed.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and duplicating equipment to reproduce documents.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Helps gather information and types grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Prepares and maintains transportation program records. Prepares contracts for private vendors. Processes vouchers for non-public transportation.
- Maintains transportation personnel records (e.g., training program attendance, random drug tests, driving record checks, etc.).
- Processes transportation staff time sheets. Arranges for bus driver substitutes.
- Prepares complete and systematic financial records as directed. Assembles

- data for financial analysis/forecasting when requested. Works cooperatively with auditors.
- Prepares purchase orders as directed. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, price agreements, etc.).
 - Monitors and reorders office supplies to maintain reliable service levels.
 - Maintains forms related to administrative procedures and program functions.
 - Obtains price quotes from vendors. Prepares comparative data (e.g., warranties, discounts, delivery confirmation, etc.).
 - Helps prepare and distribute bid packages (e.g., notices, specifications, forms, etc.).
 - Processes approved invoices for payment. Maintains a completed payment file.
 - Prepares community bus rental contracts, processes invoices, and records payments.
 - Prepares bus accident and fleet insurance reports.
 - Maintains an assignment record for transportation department keys.
 - Helps maintain fixed asset records. Updates the inventory list and depreciation schedules. Prepares end-of-year reports.
 - Keeps files and supplies properly stored to maintain an orderly office.
 - Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
 - Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
 - Reports evidence of suspected child abuse as required by law.
 - Keeps current with advances in office technology. Updates office procedures.
 - Places calls for maintenance and repair services as directed.
 - Participates in staff meetings and professional growth opportunities as directed.
 - Accepts personal responsibility for decisions and conduct.
 - Wears appropriate work attire and maintains a neat appearance.
 - Strives to develop rapport and serve as a positive role model for others.
 - Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Completes paperwork accurately. Verifies and correctly enters data.
- Demonstrates professionalism and maintains a positive work attitude.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Maintains an acceptable attendance record and is punctual.

- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Works cooperatively and supports a successful team effort.

**Supervisory
Responsibility:**

Under the direction of the director of educational services and transportation supervisor: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.