ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Transportation Administrative Assistant

QUALIFICATIONS
1. High school diploma.
2. CDL driver’s license preferred.
3. Proficient computer and filing skills.
4. Working knowledge of basic office procedures and the operation of common office equipment and machines.
5. Good written and verbal communication skills.
6. Ability to maintain confidentiality.
7. Ability to work without constant supervision.
8. Ability to work under the stresses of interruption and varying schedule.
9. Ability to work well with staff, parents, and students.

REPORTS TO Transportation Director

JOB GOAL To assist in the administration of the Transportation Department.

PERFORMANCE RESPONSIBILITIES
1. Processes reports, notices, recommendations, and letters as directed by transportation director.
2. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
3. Maintains a regular filing system and processes incoming correspondence as instructed.
4. Works with Director on transportation routing and bus assignments for all bus riders.
5. Receives and routes incoming telephone calls and takes messages for staff.
6. Maintains such student records as shall be required for transportation.
7. Maintains and assigns drivers to activity trips as they are received.
8. Operates in accordance with board policies and sees that all policies of the board pertaining to employees area of jurisdiction are implemented.
9. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on August 29, 2013

Revised