

ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES

JD LOCATOR: 5.35

Revised: 6/01, 12/08

REPORTS TO:	Superintendent or designee
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of professional staff.

JOB SUMMARY

Responsible for planning, directing, coordinating and maintaining economical and efficient transportation services for the school district.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program for curricular and extra-curricular activities.
2. Plans, organizes, coordinates and supervises the functions of the transportation operation.
3. Conforms with all state laws and regulations regarding school transportation and submits required state reports in a timely fashion.
4. Confers with and advises mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
5. Reviews, monitors, and audits bus routing and pupil transportation schedules to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment.
6. Confers with and advises site and district personnel and the educational community concerning pupil transportation related problems, issues, and concerns.
7. Oversees the training program of transportation personnel.
8. Oversees personnel orientation and in-service training programs.
9. Advises superintendent on road hazards for decision on school closing during inclement weather.
10. Participates in the budget planning process, and in the development, implementation and maintenance of expenditure control procedures.
11. Investigates accidents involving pupil transportation equipment and district owned vehicles and equipment and prepares appropriate evaluative reports.
12. Acts as district liaison with parents for resolution of transportation complaints and special requests.
13. Takes an active role in solving discipline problems occurring on school buses.
14. Maintains a current district record system indicating appropriate parts inventory, service/maintenance records, and fuel usage.
15. Assists in the development and implementation of student safety education programs.
16. Reviews, monitors, audits and evaluates the performance of transportation personnel, and assists them in resolving conflicts and personnel related problems. Accomplishes employee performance evaluations.
17. Maintains knowledge of principles, methods, trends, procedures, and techniques of a comprehensive pupil transportation program.

SUPERVISORY RESPONSIBILITIES

Manages all personnel in the Transportation Department. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and overseeing the training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. B.S. Degree in Education; Masters Degree in School Administration preferred.
2. Minimum of three (3) years successful experience in public education or as an administrator of a school transportation program preferred.
3. Knowledge of routing procedures.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
2. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.
3. Ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists in a fast paced, high-pressure environment.
4. Advise and direct operations based on evaluations of variables presented and interpretation of applicable instructions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.

4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Aptitude or competence for responsibilities of transportation operations.
12. Effective management skills in personnel and resources.

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 enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an 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.*

While performing duties of this job, the employee is occasionally exposed to moving vehicles and outside weather conditions. Occasional in and out-of district travel may be required. The noise level in the work environment is usually loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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