POSITION DESCRIPTION 2.06

TITLE: Secretary to Transportation and Maintenance

QUALIFICATIONS: 1. High school diploma or equivalent

2. Ability to type proficiently

4. Computer literate

5. Hold or be able to obtain CDL license with an s-endorsement

5. Such alternatives to the above qualifications as the board may find

appropriate and acceptable.

REPORTS TO: Transportation Supervisor

JOB GOAL: To contribute to effective transportation office operations by prompt and

courteous handing of all assigned duties.

JOB DUTIES:

1. Performs usual daily office routines and procedures.

- 2. Answers telephones and directs inquiries for information to appropriate source.
- 3. Obtains and keeps accurate data and records on all transportation transactions.
- 4. Schedules and assigns drivers for extra trips and athletic events.
- 5. Assists with bus routes and maps for all schools.
- 6. Assists with assigning individual routes for each driver and maintains records for sub-drivers.
- 7. Assists with sub-driver scheduling.
- 8. Assists with driver recertification and maintains these records.
- 9. Assists with preparing Annual Route Report for State Department of Transportation.
- 10. Assists with all school's orientation nights.
- 11. Assists with Safety Programs for K-4 students.
- 12. Prepares and trains potential drivers for written exams.
- 13. Provides potential drivers with 4 hours of behind the wheel training.
- 14. Teaches potential drivers the pre-trip bus inspection procedure.
- 15. Serves an emergency sub-driver when needed.
- 16. Orders and maintains office supplies for Transportation office,
- 17. Assists Transportation Supervisor with verifying bus routes for parents and schools.
- 18. Prepares and submits payroll each month.
- 20. Assist maintenance with work orders.
- 21. Assist with scheduling substitute for custodians

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- 22. Maintain professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development</u>
- 23. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 24. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

FERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month	
EXPECTED WORK DAY:		8 Hours				
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience <u>as per policy 5.1.2 – Personnel – Special Requirements for the Position</u>					
EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements Reviewed and agreed to by: Date						
veviewed and a	agreed to by.	Employee		Date		
☐ Principal/Progra	m Coordinator	<u> </u>	☐ Human Reso	urce	<u></u>	

BOARD APPROVED: 5/17/16