



## Fort Cherry School District

### Job Description

- Title:** Transportation Secretary
- Overview:** Employee shall coordinate and administer safe and efficient transportation for all students within the District boundaries including those enrolled in private schooling, intra-curricular, and extra-curricular activities
- Reports to:** Director of Transportation
- Supervises:** NA
- Coordinates with:** All Transportation Contractors  
All Administrative and Supervisory Personnel of the School District  
All Employees of the School District either directly or indirectly

#### Essential Duties:

1. Fulfill all secretarial duties in relation to the operation of a school office— answering phone, door, welcoming visitors, and addressing teacher/student needs
2. Maintains adequate transportation records for district, state, and federal reporting
3. Field incoming calls related to transportation questions, issues, and/or concerns
4. Document and file all accident reports with District Business Office and Contractor
5. Keep current bus rosters, routes, bus stops
6. Maintains records related to intra-curricular and extra-curricular transportation including date, time, location, and mileage
7. Coordinate paperwork for transportation of field trips and special bus requests with Transportation Department
8. Communicate effectively with all members of the District and Community
9. React to change productively and handle other tasks as assigned

10. Maintain confidentiality
11. Support the mission, vision, and belief statements of the District
12. Any other responsibilities assigned by the Superintendent/Director of Transportation

**Qualifications and Skills:**

- High School Diploma, Associate's degree preferred
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Superintendent/Transportation Director

**Terms of Employment:**

Employment obligations are defined in the Support Personnel Collective Bargaining Agreement. Such items as work year, workdays, salary, and benefits will be established in accordance with the provisions in the written agreement.

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement.