

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to Director of Transportation

Supervisor: Director of Transportation

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use, including radio communication system

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone or in person with parents, staff and community members in a friendly and professional manner.
2. Compile and process all extra run information and documentation and assist drivers with directions and other needs for extra runs.
3. Assist the route coordinator in times of high need with entering student transportation information.
4. Answer radio contacts from drivers and provide directions and assistance as needed.
5. Update and maintain transportation records, fleet insurance records, and all other records as needed.
6. Gather timesheets, calculate payroll, employee reimbursements, and input all non-contracted routes or hours earned by transportation employees and turn in to payroll.
7. Process student travel requests requiring chartered bus services.
8. Process any required purchase orders, assign invoice numbers and submit for reimbursement.
9. Provide documentation to the Director of Transportation for budget review.
10. Assist in route bidding, calculate contractual time for any routes assigned to drivers and/or assistants.
11. Maintain demographic information for all transportation employees.
12. Assist the Director of Transportation in compiling data for year-end state reports and updating handbook.
13. Maintain attendance, certification and Versa-Trans student data entry during the summer.
14. Keep current with best practices and requirements as they relate to your job assignment.

15. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.