

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Transportation Dispatcher Substitute

Supervisor: Transportation Administrators

FLSA Status: Non-Exempt

Employee Group: Transportation

Qualifications:

1. Possess a valid Illinois Commercial driver's license and bus driver permit or hiring contingent upon obtaining such license or permit with air brake endorsement
2. Complete and provide proof of all requirements based on Illinois State Code, DOT and district policy
3. Ability to work with minimal supervision
4. Computer knowledge a must
5. In-district transportation experience preferred

Terms of Employment:

- Hourly as needed
- Split schedule (5:45 a.m. – 9:00 a.m./12:45 p.m. – 5:30 p.m.)

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. Operate two-way radio base operations for transportation department
2. Obtain assistance for mechanical failures, route delays, and emergencies.
3. Answer telephone as needed.
4. Schedule training for new transportation personnel.
5. Compose daily schedule coordinating absences, extracurricular activities, etc.
6. Use computer, telephone, fax and other common office equipment.
7. Drive routes as needed.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. 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.