

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Transportation Dispatcher

**Supervisor:** Director of Transportation

**FLSA Status:** Non-Exempt

**Employee Group:** Transportation

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#### Qualifications:

1. High School diploma or equivalent
2. Possess a valid Illinois Commercial Driver's License and Bus Driver Permit with air brake endorsement, or hiring contingent upon successful attainment
3. Ability to work with minimal supervision
4. Comprehensive understanding of district specific software.
5. District transportation experience preferred
6. Ability to work well with transportation staff, building staff, and parents
7. Exceptional organizational, interpersonal and communication skills, both written and verbal

#### Terms of Employment:

- Nine and one half (9.5) month contract
- Eight (8) hours per day split schedule 6:00 a.m. to 9:00 a.m. and 12:30p.m. to 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 to assist parents and staff.
4. Assist in maintaining the routing database with current driver and bus assignments.
5. Compose daily schedule covering absences, extracurricular activities, etc.
6. Use employee time management, employee attendance, and route management software.
7. Input absences into the system that need to be done for employees on leave.
8. Assist employees with time and attendance software when needed.
9. Assign students to available routes when the Transportation Specialist is not available.
10. Maintain and replenish transportation forms available to drivers and assistants as needed.
11. Have a complete understanding of what is on the schedule and be able to make adjustments at a moment's notice.
12. Drive routes or bus assist as needed.

13. Keep current with best practices and requirements as they relate to your job assignment.
14. 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.