

Position:	Secretary to Transportation Supervisor
Term:	12 Months
Classification:	Classified
Location:	Buildings, Grounds, & Transportation
Qualifications:	High School Diploma or General Education Degree (GED) and additional business/secretarial courses; 2-3 years' secretarial experience in progressively responsible positions, preferably in a school system; Such alternative to the above qualifications that the Board may find acceptable
Supervisory:	No
Reports to:	Director of Transportation

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Competent in microcomputer operations including word processing, spreadsheet, relational databases and presentation software.
- Plan, organize, problem solve, and carry out a variety of functions of a responsible and complex nature both routinely scheduled and spontaneously occurring.
- Possess exemplary interpersonal skills.

- Address “critical needs” which occur on short notice and will require immediate action.
- Proceed in a manner that is both effective and professional yet know when and how to seek guidance.
- Ability to read, analyze, and interpret common documents.
- Respond to common inquiries or complaints from patrons, regulatory agencies, or members of the business community.
- Add, Subtract, Multiply, and Divide.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Establish and maintain effective working relationships with students, staff, and the community.
- Perform duties with awareness of all district requirements and Board of Education Policies.

Essential Functions:

- Answer phone calls and handle accordingly.
- Radio communications of two-way radio.
- Communicate with drivers on routes and trips.
- All necessary paperwork as directed by supervisor(s)
 - Filing
 - Driver physicals
 - Bus route records
 - ADTs
- Work with the VersaTrans system daily in bus routing , boundary, etc.
- Perform additional duties as may be assigned by Transportation Supervisor or Director at anytime.
- Carry out all other duties as assigned.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. Frequently, the employee is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of

personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.