



Position Description
Secretary Job Grade IV
Special Education Transportation Assistant

Salary Level: Per Clerical Contract

Prepared Date: September 26, 2018

Contract/Benefits: Per Clerical Contract

Prepared by: Brian Siket, Director of Special Ed

Location: District Office

Approved By: Jennifer Ramos, Deputy Superintendent

Reports To: Asst. Manager of Transportation

Qualifications:

1. Associate degree or equivalent from two-year college, business or technical school; or two to three years related experience and/or training; or equivalent combination of education and experience, preferably in a public-school environment.
2. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. Ability to access the Internet and collect research on methods and samples of procedures and documents in other districts or organizations.
6. To perform this job successfully, an individual should have knowledge of software programs.
 - Intermediate to Advanced level MS Excel required.
 - MS Word, Adobe Acrobat, student and fiscal management preferred.
 - Transportation routing software (Edulog)
 - GPS systems (Zonar)
7. Familiarity with basic accounting concepts (debit, credit, journal entry, account codes)
8. Satisfactory work record & criminal/child abuse clearances (Acts 34 and 151).
9. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
10. Such additional or alternatives to the above qualifications as the board or supervisors may determine appropriate and acceptable.

Summary

Assists in carrying out the responsibilities of the Transportation Department relating to special education transportation, as well as, general functions in the Transportation Office. In addition, relieves officials of clerical work and administrative detail by performing the following duties.

Essential Duties and Responsibilities

1. Assists with processing of special education transportation.
2. Processes special education transportation in a timely manner which include but not limited to the following:
 - Verifies special education students addresses and contact information.
 - Verifies special education students' transportation requirements.
 - Verifies type of individual specialized transportation needed.
 - Verifies demographic information as necessary.
 - Enter transportation for special education students through student management system (Sapphire).
 - Adjust individual special education student's transportation as needed.
 - Review and monitor special education transportation routes.
3. Provide excellent customer service to parents, staff and administrators.
4. Maintain a good working relationship with transportation vendor pertaining to special education transportation.
5. Answers and follows up on phone calls and e-mails regarding issues relating to specialized transportation.
6. Provide special education student's transportation information to parent, facilitator and/or building.
7. Work with special education facilitators to meet the transportation requirements of special education students.
8. Update and monitor driver files.
9. Assists in maintaining accurate records relating to specialized transportation for special education students.
10. Create purchase requisitions for payment.
11. Composes and types routine correspondence, including e-mail and faxes.
12. Complies special education transportation reports as required by supervisor.
13. Organize and maintain an efficient transportation file system.
14. Makes copies of correspondence or other printed materials.
15. Takes responsibility for other tasks as substitution is needed.
16. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the supervisor.
17. Collaboration with ACCESS clerical coordinator to ensure submission of transportation costs reimbursable under ACCESS guidelines.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Responds promptly to parent requests for service and assistance and informs supervisor; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Speaks clearly in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively; Edits work for spelling and grammar.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes assigned tasks and reports correctly and on time.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies supervisor with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Displays original thinking and creativity; Meets challenges with resourcefulness.

Physical Demands

The physical demands described here are representative of those that must be met by an administrative secretary to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the person is regularly required to talk or hear. The person is often required to walk, climb stairs, and lift. The person is required to use hands to fingers or handle documents, telephone, etc. The person is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the secretarial evaluation procedure used by the Allentown School District.

Reviewed and read by: _____ Date: _____

Individual serving in this position

