Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Activity Assistant (S31)** Job Family: 10

Department: Transportation Lane Placement: **7**

Supervisor's Title: Director of Transportation and Coordinator Contract: 242 Days

FLSA Classification: Non-Exempt Hours per Day: 8

Department Approval: Herb Jensen Date: 11-9-15

ADA Review: Janele Master Date: 11.11.15

Human Resource Approval: [signature] Date: 11-9-15

Superintendent Approval: [signature] Date: 11/10/15

Original date: 11/15 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Transportation and coordinator, the **Transportation Activity Assistant** will assist the transportation activity specialist in scheduling and coordinating buses for field trips and activities with school and District personnel. Assists with coordinating chartering services, reports any chartering issues to the specialist and may assist in addressing chartering issues. Incumbent types letters, memos and reports pertaining to field trips and special activities. Incumbent assists with invoicing schools for field trips and activities.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in scheduling and coordinating buses for field trips and activities with school and District personnel.
- Assist with coordinating chartering services, report any chartering issues to the specialist and may assist in addressing chartering issues.
- Type letters, memos and reports pertaining to field trips and special activities.
- Assist with school invoicing for field trips and activities as needed. May assist with verifying charter invoices and submit to specialist for payment approval.
- Respond to schools, administration, department staff and patrons regarding field trip costs, bus capacity or other questions related to field trips.
- Coordinate assignments with dispatchers to verify available drivers. Schedule drivers for field trips and activities.
- Assist with investigating driver or patron complaints about field trip issues.
- May be on-call for weekend or evening radio calls regarding field trips.
- Provide clerical support to the department (e.g. typing, filing, compiling, documenting).
- May assist the dispatch office as needed.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in business or related field PLUS one year of prior successful work-related experience or an equivalent combination of education and experience.
- Commercial Driver License (CDL) with endorsements preferred.
- Knowledge of District specific system, routing system and GPS system preferred.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Must demonstrate competence in reading, writing and basic math.
- Requires excellent communication skills, both verbal and written.
- Requires some independent exercise of judgment, problem solving and initiation of activities within job description.
- Requires ability to handle stressful situations resulting from constant change and deadlines.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- General office equipment and machines (e.g. computer, copy machine).

Physical Requirements – Not limited to the following:

- Requires prolonged sitting (up to 8 hours) and continuous keyboard/mouse/monitor use.
- Requires occasional lifting from floor to waist of 20 pounds.
- Requires occasional carrying of 20 pounds.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*