Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Transportation Support Assistant (S27)** Job Family: 10

Department: Transportation Lane Placement: **4**

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

FLSA Classification: Non-Exempt Hours per Day: 8

Department Approval: _____ Date: 7.1.15

ADA Review: _____ Date: 7.2.15

Human Resource Approval: _____ Date: 7-1-15

Superintendent Approval: _____ Date: 7/7/15

Original date: 01/85 Revised: 04/96 Revised: 12/97 Revised: 07/08 Revised: 07/15

GENERAL FUNCTION

Under the supervision of the Director of Transportation, the **Transportation Support Assistant** provides clerical support for the department. Incumbent assists the department in report preparation, answering phone calls, data entry, record keeping and file maintenance.

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

ESSENTIAL FUNCTIONS

- Perform general office duties (e.g. organizing, sorting, filing, copying, report preparation, in-coming and out-going mail, take and deliver messages).
- Perform basic clerical functions (e.g. typing, scanning, computer data entry, record keeping, report, proofreading).
- Assist with receptionist duties (e.g. answer telephone, greet and assist staff and office patrons). Provided back-up for other department areas as needed.
- Interact with the public, principals, staff, drivers and parents to mediate and solve problems. Assist in scheduling trainings or meetings as needed.
- May perform one or more of the following specific office duties as assigned (e.g. type and organize booklets, pamphlets, newsletters, or any item used to communicate information; locate and supply requested information and materials; assist in maintaining confidential certification records; maintain driver incident records; assist in preparing investigation reports; assist with bus safety inspections; assist in developing training programs and materials; assemble training manuals and aids; assist with field trip process, including documentation and filling field trips; maintain office calendar of events; etc.).
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- 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 one (1) year of education or training in business, office skills or related field PLUS one (1) year of successful experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing, customer service or any equivalent combination of education and experience.
- 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.
- Requires successful data entry ability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- 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 machines (computers and copy machines).

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.*