

Escondido Union High School District Job Description

Job Title: Bilingual Transportation Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 8/27/13

NATURE OF WORK

Provides assistance to the Director of Transportation in tracking and monitoring bus schedules, vehicle maintenance, special trips and department budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews drivers' trip sheets and time sheets to identify discrepancies for payroll submission purposes.

Monitors department employees' attendance and submits to Human Resources.

Completes incident reports on accidents.

Inputs driver daily route and time data including Driver name, route number, am/pm route hours and miles and student counts.

Initiates calls to Spanish speaking parents to communicate bus schedules and changes for special needs student buses.

Answers questions, responds to concerns and provides information to Spanish speaking callers.

Issues purchase requisitions to orders supplies for drivers, mechanics and office.

Monitors department budget and completes budget transfers as needed.

Answers telephone, takes messages, responds to or refers complaints, questions, concerns.

Sorts and distributes mail.

Provides assistance to Dispatcher, occasionally as requested, to schedule field trips or dispatch buses.

Maintains confidential files of drivers' records.

Performs other duties as assigned by the Director.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years general clerical experience, six months of which would preferably be in a school setting.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise. modern office practices, procedures, and methods, including the use of standard office machines pertinent to assigned operations; record-keeping and report preparation techniques; basic arithmetic principles; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

ABILITY TO:

Ability to read and understand documents such as safety rules, operating and maintenance instructions, procedure manuals and government codes and regulations; write routine reports and correspondence; effectively present information in English or Spanish in one on one and small group situations to parents, students, vendors and other employees of the district; fluently speak English and Spanish; work without direct supervision and adjust to a variety of responsibilities, with interruptions; maintain accurate, detailed data in computer and learn and use specialized software; effectively input data into the computer; respond quickly to provide accurate information when requested; apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form; deal with problems involving several concrete variables in standardized situations; maintain cooperative relationships with internal and external contacts, and respond to and follow through with requests in an efficient and organized manner.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and service oriented behavior, treating staff and vendors with courtesy, and respect.