

Job Title: Secretary- Trip & Absence Management
Department: Transportation
Reports To: Transportation Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 08



SUMMARY

Under the direction of the Transportation Coordinator & Director, the Trip & Absence Management Secretary organizes and assigns activity and field trips according to WCSD policy, assigns substitute drivers on a daily basis, keeps in touch and works closely with the activity and field trip team regarding scheduling, maintains the trip website, and keeps assignments up-to-date.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Answers and directs radio and phone traffic to the appropriate personnel.

Directs visitors and callers to appropriate personnel; answers some questions within guidelines.

Assists with preparation for the beginning of the school year.

Organizes activity and field trips for efficiency. Assigns drivers and buses to trips.

Prepares bid list and conducts bid meetings.

Prepares trip sheets and maintains the trip website.

Works with school administrators, coaches, advisers, and secretaries to schedule and resolve issues pertaining to trips.

Prepares trips and year end books.

Assigns bus drivers in accordance with WCSD Administrative Letter 110.

Assigns substitute bus drivers to routes that are available. Keep all open routes filled in advance where possible.

Maintains transportation absence and call records. Limits the number of employees taking leave to the number of substitutes available.

Works closely with Lead Secretary to manage data regarding absence records, trip requests, and information pertaining to payroll.

Refers employees needing three or more sick leave days to the Human Resources Department.

Assists the Transportation Coordinator and Transportation Director with letters and correspondence regarding personnel.

Maintains a professional relationship with all personnel as well as the public and handles confidential information with complete security.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to establish and maintain effective working relationships with other employees and the general public; must possess excellent public relations and telephone skills.

Ability to use various computer software programs, including but not limited to, student information system software and routing & GPS software.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

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

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

EDUCATION and/or EXPERIENCE

An Associates Degree or equivalent from an accredited college or university; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is

required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently 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 noise level in the work environment is usually moderate to loud, interruptive, and busy.

Prepared By: Transportation Administrator		Date: 12/08/2015	
Approved By: Executive Director, Human Resources		Date: 01/07/2016	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 11/19/2019
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 02/06/2020
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	