

TITLE: Secretary

QUALIFICATIONS:

1. High school diploma or equivalent
2. Ability to type proficiently
3. Computer literate
4. Alabama Bus Driver Certification preferred
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Transportation Supervisor

JOB GOAL: To contribute to effective transportation office operations by prompt and courteous handling of all assigned duties.

JOB DUTIES:

1. Performs usual daily office routines and procedures.
2. Answers telephones and directs inquiries for information to appropriate source.
3. Obtains and keeps accurate data and records on all transportation transactions.
4. Schedules and assigns drivers for extra trips and athletic events.
5. Assists with bus routes and maps for all schools.
6. Assists with assigning individual routes for each driver and maintains records for sub-drivers.
7. Assists with sub-driver scheduling.
8. Assists with driver recertification and maintains these records.
9. Assists with preparing Annual Route Report for State Department of Transportation.
10. Assists with all school's orientation nights.
11. Assists with Safety Programs for K-4 students.
12. Orders and maintains office supplies for Transportation office,
13. Assists Transportation Supervisor with verifying bus routes for parents and schools.
14. Prepares and submits payroll each month.
15. Maintain professional growth and competence through professional development as per Board Policy 5.5 Personnel – Professional Development

- 16. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 17. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 3/15/16