

Gateway School District Position Description

Position Title: **Transportation Director / Secretary, Board of School Directors**
Location: Gateway Administration Office
Reports To: Business Manager, Superintendent and Gateway Board of School Directors
Term: Act 93, 12 month

Minimum Qualifications:

- Bachelor's Degree in accounting, business administration, business management, education, or a related field or an equivalent combination of training and experience
- Minimum of two (2) years of school district experience
- Demonstrated experiences and competency in PC applications including accounting, spreadsheets, etc.
- Experience in the general operations of an office environment
- Ability to deal effectively and courteously with associates and the general public
- Notary Public
- Pennsylvania Registered School Business Official or Specialist status through PASBO preferred
- Current Clearances- Child Abuse (act 151), FBI (Act 114) and Criminal Record (Act 34) required

Goals:

- Responsible for the overall operations and management of the Transportation Department
- Assist Board of School Directors with all clerical and administrative duties

Essential Duties and Responsibility:

Transportation Duties:

- Develops and administers the transportation program to meet all requirements of the state, the daily instructional programs and extra-curricular activities
- Keeps records for preparation and submission of state and local reports such as inventories, pupil transported, route mileage, time records, special trip records, and other reports

- Takes an active role in solving problems occurring on school buses and acts as liaison with parent's complaints or special requests. If not resolved at this level, he/she will investigate and proceed to resolve within the structure of the law, district policy and financial ability
- Coordinates and conducts driver educational programs for the school bus drivers
- Makes recommendations that may improve transportation services and efficiency such as rules and regulations of drivers and pupil conduct
- Performs duties with awareness of district's requirements and policies
- Represents the district in transportation matters involving the district's transportation contractor, students, administration and staff, community, and agencies
- Prepares contract specifications for transportation services and administers contract negotiations with service contractors within parameter established by the Board
- Attends monthly transportation contractor safety meetings
- Monitors weather/road conditions and advises/recommends decisions to Superintendent regarding school delays/closings
- Responsible for monitoring the delivery of all students home at the end of each school day and is required to be available to handle all issues that may occur during the process

Secretary, Board of School Directors

- Develop agendas in cooperation with the School Board President and Superintendent
- Prepare weekly and/or monthly Board packets
- Provide administrative support to Board of School Directors
- Prepare for all Board meetings by advertising, posting notices, arranging meeting space, coordinating special meetings and distributing agenda
- Record minutes and official votes of Board during all meetings
- Prepare and type correspondence as a result of meetings including all contracts and other legal matters of the Board
- Prepare letters and certificates for students receiving distinguished achievement awards
- Maintain accurate records of minutes and official Board action
- Serve as school district's archivist
- Distribute professional employee contracts and supplemental contracts
- Arrange for School Director's travel and attendance at Board seminars and conferences
- Serve as notary for the school district
- Interact regularly with School Board related organizations (NSBA, PSBA, etc.)
- Attend minimum of two evening Board meetings monthly (additional meetings frequently required; meetings range from two- five hours in length)
- Respond to information requested from individual Board members, as well as members of the community and the news media

- Serve as Open Records Officer
- Attend bid openings and record information
- Sign School Board checks and other legal papers on behalf of the Board as required
- Maintain current and five year history of Statements of Financial Interests for required personnel
- Sign Determination of District of Residence for Students in Facilities or Institutions documents and execute letters to the facilities
- Maintain various property tax documents and distribute documents to district solicitor and firm that is responsible for collection of delinquent taxes
- Serve as back up to Superintendent's Secretary
- Maintain Board Policy manuals and coordinate research for new policies through the PSBA
- Maintain all construction files, workers clearances and PLANCON documents
- Act as Budget Manager for School Board

Supervisory Duties::

- Supervise and evaluate the Transportation Secretary

Qualification Requirements:

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.

Confidentiality:

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Must have the ability to write routine reports, correspondence and to speak effectively before parents, staff and students.

Computer Skills:

Demonstrate proficiency with IBM-based or MAC based personal computers and programs such as Windows, Microsoft Office, spreadsheets, database, and presentation programs.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

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 stand, walk, and sit. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception. Good hearing abilities required.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Updated April 8, 2008