

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional- Transportation	Department: Transportation	Unit: Office Professionals
Immediate Supervisor: Transportation Supervisor	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Transportation Supervisor, the Office Professional-Transportation is responsible for providing a variety clerical and secretarial support functions within the Transportation Department to include such responsibilities and tasks as scheduling drivers and buses for field trips; preparing and printing trip folders and maps for drivers; reviewing and verifying driver hours, codes, and entering payroll hours into the payroll worksheets; and for providing general office support and clerical tasks, as assigned.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides customer service, receptionist and general office support duties for the Transportation Department.
 - Assists in fielding phone calls and addressing routine questions and/or directing callers to appropriate parties.
 - Assists in updating department files and records.
 - Assists in handling and processing incoming mail, faxes and general department filing.
2. Handles the scheduling of drivers and buses for field trips.
 - Receives incoming data regarding upcoming field trips and transportation needs.
 - Prepares and prints out trip folders and maps to assist drivers.
3. Performs bookkeeping activities associated with field trips and extra-curricular activities trip and scheduling needs.
 - Tracks attendance and verifies hours submitted by drivers.
 - Computes grey sheet hours, applies and verifies appropriate codes.
 - Enters driver payroll hours into payroll worksheets.
4. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district administrative policies and procedures (i.e. reporting of payroll information, billing operations, etc.). • Fundamentals of computer operation and business productivity software including specialized District software/applications relevant to the district (i.e. Skyward, TripDirect, etc.). • Basic fundamentals of bookkeeping in accounting for driver time, hours, expenses, and general payroll reporting. • Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements. • Department procedures in the scheduling and coordination of field trips and extra-curricular events including the scheduling of drivers and buses. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
	2nd year graduate level		
LICENSE/ CERTIFICATION		Identify licenses/certification required: A valid MN Driver’s License or evidence of equivalent mobility.	
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year clerical/secretarial and/or customer support experience.			
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with transportation informational requests of district staff, students, coaches, advisors, building personnel, etc.. • Performing general accounting/bookkeeping pertaining to transportation scheduling, payroll reporting and billing. • Prioritizing work and office organizational skills. • Establishing and maintaining transportation department records and files. • Using and applying customized business applications and office productivity software. • Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules. • Coordinating and making arrangements for field trips and other transportation needs. • Maintaining and updating activities files and records. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities									
Physical requirements associated with the position can be best summarized as follows:									
<p>Sedentary Work: Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>									
HAZARDOUS WORKING CONDITIONS					<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.</p>				



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
Created classification description 5/2016 BCC