

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Transportation Assistant

**DEPARTMENT/DIVISION:** Transportation Department

**POSITION SUMMARY:** Under general supervision of the Director of Transportation to perform a variety of complex and responsible clerical duties and provide support to the Director and other department personnel.

### **ESSENTIAL FUNCTIONS:**

1. Performs a wide variety of clerical work including word processing, data entry, filing and recordkeeping.
2. Responds to inquiries via telephone, in person, mail, and e-mail, and answers questions regarding Transportation issues such as field trip requests, District vehicle requests, vehicle repair procedures and bus pass applications.
3. Operates standard office equipment and maintains records required by local, County, State and Federal agencies.
4. Contacts parents and/or school sites regarding student discipline problems.
5. Maintains records for bus passes including applications and monies due.
6. Types/prepares letters, reports, memoranda, bulletins or other material from oral direction, rough draft, or notes.
7. May receive, sort and distribute incoming and outgoing mail.
8. Facilitates communication between bus drivers and the Director of Transportation in the absence of the Director and the Driver Trainer/Dispatcher, including the operation of two-way radio equipment.
9. On occasion, may drive a District vehicle and transport students, or function as Dispatcher as needed.
10. Maintains regular and prompt attendance in the workplace.
11. Performs other related duties as required.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required pre-employment exam. High school diploma or equivalent required. Must possess a valid California Driver's license. Two years of increasingly responsible office experience required, preferably in a school setting.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of basic computer programs including, but not limited to, Microsoft Word, Excel and inventory or other software specific to the District or Transportation Department.
3. Ability to operate standard office equipment.
4. Knowledge of office methods and practices, including filing systems.
5. Ability to type at a speed of 50 words a minute from clear copy.
6. Ability to perform clerical work of moderate difficulty without close supervision.
7. Ability to analyze situations accurately and adopt effective courses of action.
8. Ability to operate a two-way radio and dispatch appropriately.

9. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff, students, parents, and the public. In addition, the Transportation Assistant may occasionally perform duties and responsibilities that occur outside school buildings and facilities at other school related activities and events, and may be exposed to gas, diesel vapors, vehicle exhaust and other chemicals.

Salary Range: 33

Board Approved: TUSD 8/25/2009