



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Transportation Specialist

SCHOOL / DEPT: Transportation Department

EVALUATOR: Transportation Director

SALARY SCHEDULE: Operations Team - Level 3

APPROVED BY: Boyle County Board of Education **DATE:** May 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The Transportation Specialist is required to perform highly responsible, complex and administrative duties for the transportation department and will provide support to all aspects of district transportation. The Transportation Specialist will serve as the district bus driver trainer and fulfill all duties required for state and federal transportation guidelines. This position also requires driving a bus route as needed and assisting the Transportation Director in any and all decision making for the department.

JOB QUALIFICATIONS

This position requires:

- Class A or Class B Commercial Driver's License with Passenger, School Bus and Air Brake Endorsements.
- Valid Medical Examiner's Certificate for Commercial Driver Medical Certification.
- Successful Completion of Kentucky School Bus Driver Training Program.
- A high school diploma or G.E.D. Certificate as required by Kentucky law.
- Two (2) years of responsible and varied secretarial experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Communicate transportation details with school administrators, bus drivers, parents / guardians and the public as needed, in a professional, efficient and courteous manner.
- Assist parents and transportation personnel with safe loading, unloading and monitoring of students on school transportation; assist in coordinating seating of students as required by State Transportation Guidelines as needed.
- Assist the designated department or member(s) of the District leadership team with administrative matters; handling visitors and callers, exercising judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators.

- Perform a variety of secretarial and clerical duties to assist a designated supervisor with routine administrative details and general clerical tasks; type, file and transcribe or compose letters, memoranda, documents and correspondence as directed.
- Assist with office activities and communications related to assigned school or program activities; assure the compliance with District policies and timelines; take and relay messages and information.
- Prepare a variety of reports; maintain a variety of programs along with corresponding district and state records as required; requisition supplies, forms and maintenance work as needed, following established procedures.
- Prepare and maintain financial records and budgets; process or prepare budgetary documents, requisitions and other financial or purchasing documents.
- Greet visitors and answer phone calls; answer questions, provide information or direct individuals to appropriate department or District employees; open, sort and distribute mail and other written communications.
- Schedule appointments and meetings with students, parents, teachers, administrators, vendors and the general public.
- Perform research, compute and compile information and prepare statistical reports.
- Prepare and maintain records, reports, files and lists related to students, personnel, budgets, student records and attendance as required.
- Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials.
- Coordinate schedules and meetings; serve as receptionist and a contact and reference source for staff, students, parents and the public.
- Provide information over the phone or in personal contacts with parents, students or school personnel as appropriate; route calls to appropriate personnel as necessary.
- Operate a variety of technology and equipment, including a computer, various types of software, copiers and other office equipment.
- Knowledge of modern office practices, procedures and equipment, including phone techniques and etiquette, and record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, vocabulary and oral and written communication skills - practicing interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative and effective working relationships with others, understand and work within scope of authority.
- Participate in staff activities and in special training programs.
- Maintain regular attendance.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Bus drivers as assigned.

WORKING CONDITIONS

- Occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally will walk on slippery surfaces.
- Requires activities involving being around commercial transportation, exposure to marked changes in temperature (above 100 degrees and below 32 degrees) and humidity.
- The noise level in the work environment is frequently loud.
- The employee has direct responsibility for the safety and well-being of others.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is 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.

- 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.