

BRIGHTON SCHOOL DISTRICT CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Transportation Student Registrar /Dispatcher
Date Prepared or Last Modified: April 5, 2023
Work Year: 10 month
Department: Transportation
Reports To: Transportation Director

SUMMARY: Responsible for: gathering required student enrollment information, overseeing the enrollment and withdrawal process. Manage attendance tracking and reporting. Maintain Transportation registration software program student electronic records database and prepare various reports of student data. Ensure a welcoming office environment that supports internal and external needs. Duties also include serving as a Dispatcher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

45% STUDENT RIDERSHIP SERVICES:

- Manage student enrollment and withdrawal process. Gather and maintain required student enrollment information, process student records for enrollment or withdrawal. Assist with tracking student information and generate reports for annual October count of student enrollment
- Responsible for student registration for bus service/discontinue of service via Transportation's registration software program.
- Make necessary changes to student information; such as address, phone number, custodial parent, and emergency contact information via Transportation's registration software program, and generate reports as needed for the Director.
- Provide Attendance Sheets to staff to ensure attendance is taken by tracking who has returned the Attendance sheet and ensuring the sheet is filled out correctly.
 - Work with Gen Ed Router/Accts Payable/Receivable person when ridership is being questioned.
- When necessary, arrange translation for second language speaking families.

45% OFFICE OPERATIONS/DISPATCHING:

- Dispatcher: Duties include; Monitor and answer telephone and two-way radio calls during shift hours. Act as the first point of contact for concerns or questions from Bus Drivers/Bus Paraprofessionals. Direct Bus Drivers/Paraprofessionals to the appropriate department or transportation staff for resolution. Answer and respond to telephone calls from parents, community, employees, District staff and students. Communicates directly with parents, district staff, students and employees relating to changes in service, changes in assignments for employees, and delayed buses. Access information from the District based software program and transportation software program regarding students and routes.
- Support Transportation office with general clerical needs. Duties, sorting / distributing mail, preparing forms, filing, copying and assist other office personnel with filing, keeping drivers' route books updated with the most current information, and make copies for staff and/or other clerical duties as assigned.
- Attend all meetings and training sessions including all in-services and first aid, CPR classes that are required by the District and state. Check TMS weekly; turn in edit for missed punches/leave slips, notify TMS Manager/Director of shortage or overage on weekly hours in order to meet required hours for the week and ensure unapproved overtime is not accrued. Maintain CDL License (if applicable) which includes keeping DOT Physical current to ensure in compliance with all state and federal regulations.

10%% Driver/Para Coverage

Although this position does not require a CDL license, would prefer a CDL. This position will support coverage for routes serving as a Non CDL driver or paraprofessional.

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.

EDUCATION AND TRAINING High school diploma or equivalent. Moderate user of Google Suite, Google Drive and Gmail, overall must feel very comfortable with computers. Be knowledgeable of various external and internal databases.

EXPERIENCE: At minimum, 1-year experience in school transportation preferred. Two years+ working in an office

environment in an accounts receivable role.

SKILLS, KNOWLEDGE, & EQUIPMENT. General office skills required at time of hire. Basic math, data entry and computer skills, written communication skills, critical thinking and problem solving. Ability to promote and follow Board of Education policies and building procedures, ability to communicate, interact and work effectively with people from diverse ethnic and educational backgrounds. Operating knowledge of various school buses/vehicles, handicap transportation equipment, two-way radio, fire extinguisher, and emergency equipment required within two weeks after hire and licensing.

CERTIFICATES, LICENSES, & REGISTRATIONS First Aid and CPR certifications required within 90 days after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This position has no supervisory responsibilities; however, carries out operational support to Director.

JUDGMENT AND DECISION MAKING The Transportation Director will provide direction to the necessary tasks and timelines. Decision-making involves collaborations with Transportation office personnel. Decisions occasionally involve others.

DIVERSITY OF DUTIES The position interacts with internal and external staff across the district on a daily basis. Intermediate level of knowledge of computer hardware and software; Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator. Duties require student management, emergency evacuation procedures, basic health care, conflict resolution, problem solving and state/federal/district regulations and laws. Behavior management skills, driving skills, defensive driving skills, adverse weather driving skills, mountain driving training, two-way radio, restraining devices, adaptive equipment, First Aid, and CPR. Duties and actions impact students, parent's school's administrators and the general public.

SAFETY TO SELF AND OTHERS High exposure to self to repetitive motion/stress due to steering and sitting for long periods and lifting; bruises and cuts due to handling of heavy and sharp objects, and to hernia due to heavy lifting. Disease due to exposure to bodily fluids during clean-ups; loss of limb, disfigurement or life due to traffic accidents, and loss of sight due to protruding objects.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; or feel, talk or hear, taste or smell. The employee frequently is required to stand, walk, climb, balance, stoop, knee, crouch, crawl and reach with hands and arms. The employee must occasionally lift or move more than 50 pounds. Specific vision required by this job include, close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to toxic or caustic chemicals (e.g., fuel) and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to communicate, coordinate and compute, as well as use interpersonal skills, compile and solve everyday issues. The employee is frequently required to compare, analyze, copy, instruct and evaluate. Occasionally required to synthesize.