

Support Associate II
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**
Dept: **Transportation**

TITLE: **Support Associate II**

QUALIFICATIONS: 1. High School diploma or equivalent.
 2. Valid North Carolina driver's license and CDL with P and S
 endorsements.

REPORTS TO: Bus Coordinator

JOB GOAL: To assist in the operation of a safe and efficient school bus system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Oversees the completion of required reports.
3. Assists coordinator with identifying and assigning substitute bus drivers or buses.
4. Records bus times daily; records bus mileage; audits routes as requested by Supervisor.
5. Maintains training records.
6. Coordinates field trip assignments.
7. Ensures school bus maintenance form TD-28D is completed by drivers and submitted to mechanics.
8. Drives bus as needed.
9. Assumes responsibilities of coordinator as assigned by Director.
10. Files papers, makes copies, answers phones and takes messages; checks mail and takes mail to and from other offices.

11. Compiles packets for meetings.
12. Performs related duties and responsibilities as requested by the Director or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Nonexempt

Starting Salary and/or Grade: Grade 57

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates good computer skills.
- Ability to work with bus drivers, principals, parents, and central office administrators.
- Ability to maintain records; respond to telephone calls from parents, drivers, and principals regarding the safe operation of school buses.
- Ability to type, file, maintain and update necessary records.
- Demonstrates familiarity with county road system and bus routing.
- Ability to understand and follow verbal and written instructions and regulations.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.