**SOUTH BERGEN JOINTURE COMMISSION**
**JOB DESCRIPTION**

**TITLE:** **TRANSPORTATION ASSISTANT**

**QUALIFICATIONS:**
1. High School Diploma, Bachelor's Degree.
2. Experience or training in typing, data entry on computer, word processing and the use of office equipment.
3. Experience in Microsoft Word, Excel and QuickBooks.
4. Experience in office protocol, including telephone communication, written communication, file maintenance, and timely submission of required documents.
5. The Board of Education reserves the right to waive any of the above requirements.

**REPORTS TO:** Transportation Supervisor, Business Administrator and Superintendent of Schools

**PERFORMANCE RESPONSIBILITIES—TRANSPORTATION ASSISTANT:**

1. Processes all correspondence at the direction of the Transportation Manager, Business Administrator or Superintendent.
2. Assists in the coordinating, updating, compiling and completion of all data and reports required for transportation.
3. Assists in the typing and preparation of all transportation reports, bid specification and other data as required.
4. Assists in the set-up of transportation routes.
5. Communicates with parents, district personnel, and transportation vendors as needed in the daily operation of the Transportation Department.
6. Assists in transportation program records as required by the NJ Department of Education.
7. Assists in the daily maintenance of the transportation operation including but not limited to, the addition and deletion of students from transportation routes, re-routing vehicles, set-up or new routes, and the investigation of route times and distance.
8. All other duties and responsibilities as assigned by the Transportation Supervisor, Business Administrator or Superintendent.

**TERMS OF EMPLOYMENT:**
Twelve (12) month position
Vacation: ten (10) days
Holidays: as scheduled on the 12 month calendar
Salary to be established by the Board
Other terms as specified in the professional's contract

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Administrative, Support Services, Certificated or Non- Certificated Personnel

**ADOPTED BY THE BOARD OF EDUCATION:**

**Michael Kuchar, Ph.D.**
Superintendent