

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

TRANSPORTATION  
4411 Administrative Liaison to the  
Supervisor of Transportation  
Page 1 of 4

**JOB TITLE:** ADMINISTRATIVE LIAISON TO THE SUPERVISOR  
OF TRANSPORTATION

**REPORTS TO:** Supervisor of Transportation

**SUPERVISES:**

### **NATURE AND SCOPE OF JOB:**

The Administrative Liaison to the Supervisor of Transportation is responsible for providing clerical and secretarial support for the Transportation Department, act as a Liaison with the Transportation Management Commission, and to provide leadership in the department in the absence of the Supervisor of Transportation. Maintain weekly back up of transportation database from Transportation Management Commission.

### **QUALIFICATIONS:**

The Administrative Liaison to the Supervisor of Transportation shall:

1. Hold a high school diploma or its equivalent.
2. Have excellent secretarial skills including typing, work processing and telephone communications.
3. Have excellent clerical skills including mathematical calculations, filing, and computer operation.
4. Have at least one year's experience as lead secretary, office manager, administrative liaison or other role demonstrating leadership, independence and decision making.
5. Have experience in transportation services.
6. Fluent in Spanish (desirable but not required).
7. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

## TRANSPORTATION

**4411 Administrative Liaison to the  
Supervisor of Transportation  
Page 2 of 4**

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Supervisor of Transportation shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Administrative Liaison to the Supervisor of Transportation shall:

1. Advise the Director of Operations on all student transportation matters as reported by the Transportation Management Commission, on all matters, including but not limited to the impact

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### TRANSPORTATION

**4411 Administrative Liaison to the  
Supervisor of Transportation**  
Page 3 of 4

of inclement weather, road conditions, changes in school calendar, extracurricular activity scheduling, and so forth.

2. Facilitate communication to the Transportation Management Commission that consists of student transportation applications, transfers, updates, cancellations, and re-assignment of services.
3. Perform full secretarial and clerical duties of the Transportation Department as deemed by the Supervisor.
4. Interact with school personnel to create student rosters for NJ Transit bus tickets.
5. Process district on call request for transportation services.
6. Assist supervisor with input of DRTRS data.
6. Provide leadership in the transportation office in the absence of the Supervisor.
7. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
8. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
9. Participate in appropriate in-service and workshop programs and attend any required meetings.
10. Use computers and/or electronic equipment to fulfill job functions.
11. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
12. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
13. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Liaison Superintendent for Business, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### TRANSPORTATION

4411 Administrative Liaison to the  
Supervisor of Transportation  
Page 4 of 4

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

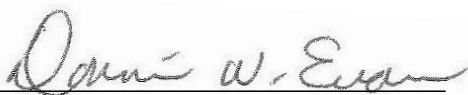
#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### EVALUATION:

The Supervisor of Transportation shall evaluate the Administrative Liaison in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.



Approved

9/20/2015

Date