**JOB DESCRIPTION** **5.40**
**MOORE PUBLIC SCHOOLS**

**JOB TITLE:** **SECRETARY/CLERK**

**QUALIFICATIONS:**

**Credentials:** None

**Education:** High school diploma and basic computer and office skills.

**Training or experience required**: Minimum of 1 year with computer experience using word processing, databases and spreadsheets. Relate effectively with people in person and on telephone.

**SPECIAL SKILLS, KNOWLEDGE, ABILITIES**:

Communication skills (oral, written or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English.

Data recording/record keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical skills: Performs routine computation requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and or percentages.

Reading and interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Office filing and retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing skills: Proficient skills in typing/word processing

**Site:** Transportation

**Reports to**: Transportation Director

**ESSENTIAL JOB FUNCTIONS (PERFORMANCE RESPONSIBILITIES):**

1. Assist with dispatcher duties: communicating with drivers and assistants. Answers telephone, controls radio.

2. May include the designs and develops route maps and driver directions annually as well as updating routes as needed throughout the school year.

3. Makes adjustments to stops and routing procedures

5. Generates reports for drivers, director, etc for routing passengers and information.

6. Assists with special transportation needs student information, developing routes, times and etc.

9. Adjusts student passenger load on buses. Works with patrons and the public in general by answering, routing and attendance boundary questions

10. Preparing payroll, ensuring all employees are clocking in and out at their appropriate times, following up to be sure leave time has been entered properly and preparing the payroll spreadsheet to be sent to the District Payroll Department in a timely manner.

11. Managing the bus camera systems, ensuring they are in good working order, retrieving video and providing to the Transportation Director or School Principals as requested.

12. Sending out notifications to parents regarding late buses, route issues, etc.

13. Managing the fuel system, fuel cards, etc. for all district vehicles.

14. Assist with the assignment of vehicles for District activities.

15. Performs other duties as assigned by director of transportation

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| TERMS OF EMPLOYMENT: | 251 days per year |
| SALARY: | Category A |
| EVALUATION: | Performance of this job will be evaluated in accordance with board policy. |

Approved 04/09/2001
Revised 2024-25 Negotiated Contract