

Attachment C-2

Title: 12 Month Full-time Support Secretary: Transportation

Qualifications:

1. High school diploma or equivalent required
2. Previous office, clerical, or secretarial experience preferred
3. Strong organizational and multitasking skills
4. Ability to communicate effectively and professionally with staff, parents, and the public
5. Basic computer proficiency including Microsoft Office, email, and data entry systems
6. Willingness to learn transportation routing software and transportation department procedures
7. Ability to work independently and maintain accurate records in a fast-paced environment

Reports to:

Director of Transportation and/or Assistant Director of Transportation or Designee

Terms of Employment:

Work year and salary in accordance with the SEA/SBOE contract

Position Summary:

The Transportation Secretary provides clerical support to the transportation department and bus garage operations. This position assists with daily transportation functions, driver and aide documentation, routing support, scheduling coordination, communication with staff and parents, and general office responsibilities to help ensure efficient department operations.

Essential Duties and Responsibilities

1. Answer department phones, greet visitors, take messages, and direct calls appropriately
2. Provide general clerical and secretarial support for the transportation department and bus garage
3. Assist with transportation office paperwork, filing, data entry, and maintaining accurate records
4. Help maintain bus garage maintenance documentation, repair records, work orders, and related paperwork
5. Assist with learning and utilizing transportation routing software for student transportation and route management

6. Organize and maintain daily driver and bus aide logs, attendance records, and related documentation
7. Assist with organizing athletic trip schedules, transportation requests, and driver assignments
8. Prepare, distribute, and maintain transportation schedules and route information
9. Communicate with drivers, bus aides, school staff, parents, and vendors in a professional manner
10. Maintain confidentiality of student and employee information
11. Assist with payroll-related paperwork, substitute coverage information, and other department reports as needed
12. Monitor and organize department emails, forms, and correspondence
13. Perform general office duties including copying, scanning, faxing, typing, and ordering office supplies
14. Support the transportation supervisor with special projects and additional duties as assigned
15. Perform other duties as assigned by supervisors
16. Assist with special projects and tasks as needed
17. Complete additional duties to support team and department objectives

Working Conditions:

Office environment located within a transportation department or bus garage setting. Frequent interaction with transportation staff, school personnel, and the public. May require occasional early morning or afternoon support based on transportation operations

Evaluation:

Performance of this job will be evaluated annually in accordance with state law and provisions of the Sayreville Board of Education's policies and regulations regarding evaluation of noncertified staff.