

Solanco School District

Position Title: Transportation / Business Office Clerical Aide

Site: District Office

Classifications: F/T 12 months

Reports to Immediate Supervisor: Director of Transportation and Business Manager

Responsible to: Director of Transportation and Business Manager

Essential Duties and Responsibilities:

TRANSPORTATION:

- Work hours 8:30 am through 5:00 pm, with flexibility as requested
- Enter and maintain students/routes in database and communicate to contractor (daily)
- Maintain address changes, update bus stops and communicate to contractor (daily)
- Recording bus and route mileage (monthly)
- Ensure proper restraints are available, as listed in IEP and/or as necessary (daily)
- Updating "Days Ran" worksheet (daily)
- Vehicle allowance to project reimbursement (monthly)
- Ensure all documents are maintained and updated for audit purposes, including but not limited to certificate of insurance, Driver Qualification, Vehicle Data, Odometer Readings, etc. (monthly)
- Review invoices for accuracy, report unusual expenses to Business Administrator (daily)
- Receive concerns and complaints from parents, work to resolve issues within existing guidelines, and review requests for exceptions (daily)
- Assist building secretaries with issues following guidelines and software (daily)
- Assist contractor with radio contact to bus drivers and be available to answer immediate necessary questions (daily)
- Meet with contractor one day per month to review issues and concerns, maintain communication (monthly)
- Notify nonpublic and IU classrooms of weather-related situations (as needed)
- Coordinate emergency and scheduled early dismissals with CTC's (as needed)
- Carry cell phone and bus radio when buses are running (all times)
- Attend conferences to improve and update knowledge (yearly)
- Keep track of all nonpublic and IU classroom calendars (daily)
- Notify parents of route and/or time changes for their child(ren)'s bus stop (daily)
- Facilities & Vans
 - Key Cards (as needed)
 - Issue new key/ID cards
 - Obtain proper signed release form
 - Maintain contact with Athletic Director for vehicle coordination with athletic coaches
 - Coordinate facility requests to ensure proper approvals and invoicing (weekly)
 - Schedule and approve van requests (daily)
 - Ensure drivers have submitted valid driver's license and insurance (daily)

BUSINESS OFFICE:

- Assist with obtaining quotes from vendors, creating and reviewing purchase orders, placing orders, investigating and resolving procurement issues.
- Invoice reconciliation
- Account reconciliation

Other responsibilities assigned by the Director of Transportation and Business Manager.

Qualifications:

Knowledge of:

- Operation of PC, current software applications including Microsoft Office products and internet
- Correct English usage, spelling, grammar and punctuation
- Standard office procedures and equipment including printers, copiers and scanners
- Basic bookkeeping practices

Ability to:

- Handle a variety of telephone calls and office visitors with tact, diplomacy, discretion, and courtesy
- Understand and follow written and oral instructions
- Complete tasks with little supervision
- Investigate and employ problem-solving skills
- Maintain cooperative working relationships with those contacted during the workday
- Provide neat and appropriate appearance
- Maintain an organized work area with ability to locate and access documents when required
- Work in a limited area for extended periods of time
- Work efficiently and effectively during busy conditions
- Maintain professionalism in response to unpleasant or irate members of the public or staff
- Operate computer and other office equipment
- Perform financial reconciliation, create spreadsheets, and prepare letters and other communications
- Work on numerous tasks/projects at the same time
- Work overtime during start of school year and other times as requested
- Act in a manner that provides a positive reflection on the school district.

Training/Experience/License Requirements:

- Acceptable Act 34 Police Compliance
- Acceptable PA Child Abuse History Clearance
- Acceptable FBI Fingerprint Clearance
- High school diploma
- Minimum two years' business office experience
- Minimum two years' experience working with the general public
- Evidence of good written and verbal communication skills
- Evidence of interpersonal skills
- Maintain a valid driver's license

Physical/Sensory/Cognitive/Work Environment:

- Physical Demands: Sitting 70%, walking/standing 30%
Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body
Ability to lift and/or carry supplies weighing up to 50 lbs. or more
Ability to sit for extended periods of the workday
Ability to move fingers and hands for keyboarding
- Sensory Abilities: Visual and Auditory acuity
Visual acuity to read correspondence and computer screens
Auditory acuity to be able to deal effectively with people
- Cognitive Ability: Ability to communicate effectively
Ability to exercise good judgment
Ability to follow written and verbal directions
Ability to work as a member of a team
Ability to be cooperative, congenial, and service oriented
Ability to work in an environment with frequent interruptions and limited supervision
- Work Environment: Normal office environment

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. The above description covers the most significant essential functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.