

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Senior Account Clerk-Dispatcher Transportation
Department:	Transportation
Reports to:	Supervisor Transportation
Supervises:	n/a

Description of job:

SUMMARY OF RESPONSIBILITIES:

Responsible for a range of functions in the Transportation office including but not limited to scheduling of substitute bus monitors, substitute special education paraprofessionals and substitute special education bus drivers, maintenance of regular and special education student data base, assisting in the development and maintenance of bus schedules, preparation and notification of field trip schedules, scheduling of state required inspections and mail delivery schedule. Incumbent must have thorough understanding of transportation function to provide back-up support in the absence of the Supervisor. Incumbent must also be capable of providing back-up assistance to food service and payables departments.

ESSENTIAL FUNCTIONS:

1. Maintains directory of substitute special education drivers, paraprofessionals and monitors and schedules assignments as necessary.
2. Assists Supervisor of Transportation in the development and maintenance of bus schedules utilizing Versa Tra software system.
3. Maintains data base of all district regular and special education students.
4. Maintains schedules and assignments of special education drivers, paraprofessionals and special education students including substitutes.
5. Schedules and notifies drivers of state inspections.
6. Schedules field trip, late bus, and mail assignments.
7. Prepares letters and reports for signature by the Supervisor of Transportation.
8. Track employee hours to determine benefit eligibility
9. Track all bus mileage to equalize contractor reimbursements.
10. Be available when off duty to make arrangements for substitute drivers/para's.
11. Provides back-up for Supervisor of Transportation when absent requiring a thorough understanding of the transportation system to make key changes when necessary.
12. Reviews purchase requisitions for contractor provided services for accuracy.
13. Schedule maintenance and track costs as needed for the mini bus fleet.
14. Is cross trained to provide back-up assistance to food service department for daily deposit details, number of meals sold, ESNACS RIDE system and monthly inventory.
15. Is cross trained to provide back-up assistance to payables function.

North Kingstown School Department

16. Performs such other tasks as may from time to time be assigned by the Supervisor of Transportation.

Protective Personal Equipment:		n/a			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: Own vehicle	Automatic: Own vehicle		

Work Environment			
Floor Surface:	Tile or Carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			

North Kingstown School Department

Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associates degree in business administration with two to four years' experience in transportation related functions or an equivalent combination of education and/or experience.

License/Certificate/Certification:

Valid driver's license and own vehicle.

Technological and/or Technical Skills:

Proficiency in Microsoft Office with the technical ability to become proficient in transportation based software programs.

Communication Skills:

Demonstrated ability to draft clear, concise correspondence and ability to interface with all levels of personnel, parents and the public in a courteous and efficient manner.

Planning Skills:

Ability to organize and carryout a variety of complex duties with minimum supervision. (multi-task)

Interpersonal and Problem solving skills:

Capable of working collegially with all levels of administration and staff in professional and pleasing manner. Capability of responding simultaneously to a variety of requests from various sources.

North Kingstown School Department

Terms of Employment:

Per North Kingstown Educational Support Professional Contract

Evaluation:

Per North Kingstown Educational Support Professional Contract

Date: 1/2016