

Paw Paw CUSD #271
Job Description

Administrative Assistant / Transportation Coordinator

Title: Administrative Assistant / Transportation Coordinator

Qualifications:

1. High school diploma or equivalent
2. Computer skills and evidence of ability to problem-solve data entry applications
3. Experience with or evidence of ability to learn computer applications such as Microsoft Word and Microsoft Excel

Reports to: School Principal

Job Goal: To assist the administration in providing efficient and effective office operations, collaborate with other staff members to ensure the transportation, food service, and athletic programs functions efficiently, and complete required reports as needed.

Adopted or Revised: September 21, 2020

Performance
Responsibilities:

General Duties

1. Develop a monthly calendar of routine tasks that must be completed at specific times during the year.
2. Answer phone calls and direct callers to the appropriate staff member.
3. Assist administrators with communication to stakeholders and organize meetings as needed.
4. Collaborate with administrators and other members of the office staff to organize and assist with student registration.
5. Assist with the distribution of mail.
6. Coordinate the scheduling of internal substitutes.
7. Prepare beginning of the year teacher folders, updates mailbox names, etc.
8. Collaborate with the principal to ensure student handbooks are ordered and available for the beginning of the school year.
9. Coordinate compliance with the McKinney-Vento Homeless Assistance Act.
10. Assist the principal in the preparation of a monthly newsletter and other documents.
11. Assist the principal in planning and implementing various school events.

12. Greet visitors to the school and ensure all visitors are provided with a badge indicating that they are a visitor.
13. Any other items, as assigned by administrators.

Transportation Program Duties

1. Collaborate with bus drivers and other staff members to schedule regular bus routes, necessary trips to Indian Creek, and field trips.
2. Monitor bus routes while in progress and is available to receive calls from drivers should problems occur.
3. Collaborate with educational institutions to schedule transportation for special education students receiving services outside the district.
4. Coordinate transportation for away athletic contests.
5. Collaborate with bus drivers to ensure the buses are well-maintained and needed repairs are completed.
6. Work collaboratively with the district bookkeeper to ensure mileage information is collected as needed for state reports.
7. Ensure compliance with the codes and policies related to training, licensing, random drug testing, registration, and drivers permits, including reminding drivers when their physicals and permit papers are due.
8. Coordinate bus evacuation drills with the principal.
9. Perform other duties related to the transportation program as needed.
10. Any other items, as assigned by administrators.

Food Service Program Duties

1. Oversee the administration of the National School Lunch Program.
2. Setup and maintain PowerLunch.
3. Scan lunch cards daily.
4. Prepare monthly balance due statements and communicate this information to parents/guardians.
5. Any other items, as assigned by administrators.

Athletic Program Duties

1. Assist the athletic director or principal with routine administrative tasks related to the athletic program.
2. Collaborate with the athletic director or principal in regard to the scheduling of athletic contests, including the rescheduling of postponed contests.
3. Prepare money boxes for athletic events and document ticket receipts.
4. Collaborate with the athletic director or principal to ensure officials have been assigned for all home games and prepare checks for the officials.
5. Ensure transportation arrangements have been made for teams attending away contests.

6. Any other items, as assigned by administrators.