



Job Title: **Administrative Assistant**

Department: **Transportation**

Supervisor: **Director or Coordinator**

Lane Placement: **ESP Lane 6**

Schedule: **8 hrs. / 180 days**      Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director of Transportation or Head Administrative Assistant for Transportation, the District Administrative Assistant will assist the department and staff in daily departmental functions, maintains computer and other records and operates and maintains office machines. The assistant will also support telephone calls, deliver messages and provide routine information and direction to staff and visitors. Will serve as a back up to the dispatch team and drive routes if needed.

## **ESSENTIAL FUNCTIONS**

- Maintains and monitors accuracy of computer and other records.
- Use computer software to generate reports, documents and other materials.
- Use computer to research and find needed information.
- Strong computer software skills (excel, access, data bases, data merge, etc.).
- Skyward experience preferred.
- Fills out forms.
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Deal with people in a professional manner which shows sensitivity, tact, and professionalism.
- Directs telephone calls and the public.
- Replies in a timely manner to phone, written and in-person requests for information.
- May use electronic equipment to communicate with department employees.
- Back up secretarial and staff as assigned.
- Ability to prioritize projects.
- Meet deadlines while handling frequent interruptions.
- Maintains confidential information both written and oral.
- Participate in training sessions when assigned.
- Other duties as assigned.
- The District Administrative Assistant interacts with Bus Drivers and other Transportation employees for operational assistance and emergencies.
- Works with routing to coordinate student locations and routes for optimal efficiency of attendant coverage and provide schedules for bus attendants.
- Maintains an Attendant/Student Information Form for bus drivers and accurately maintains and updates databases.
- Quick and focused response to daily changes to ensure bus attendants are on routes daily.
- Maintain a professional relationship with bus attendants and drivers.
- Requires good judgment in acting on reported activities, referring matters to the proper people. Proper procedures are outlined, but appropriate actions vary due to circumstances (e.g. calling 911 for emergency situations.)
- Requires ability to multi-task and handle stress while maintaining a positive attitude with parents, drivers, attendants and all school and office personnel.

- Assistant will be required to drive a bus as needed.
- Knowledge of routes and drivers is important.
- Perform functions in Edutrakker/Edulog and various other software programs.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- |   |
|---|
| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
|---|

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Current CDL with endorsements to drive school bus required (if a candidate does not have a current CDL they must have school bus endorsed CDL within 60 days of hire).
- Must have strong computer knowledge. (Excel, Microsoft Word, Edutrakker/Edulog and preferably Canyons District Systems).
- Requires clerical experience with demonstrated competence.
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires ability to operate a variety of office machines.
- Requires some problem solving and exercise of judgment within present guidelines.
- Requires good interpersonal skills.
- Requires ability to organize work and materials and communicate orally and in writing.
- School District experience preferred.

<p><b>NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.</b></p>
---

### **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Drag a 125-pound object on the ground 50 feet within 30 seconds.
- Kneel down for 10 seconds; turn head to look under a school bus, and then return to a standing position within 5 seconds (perform two times within 60 seconds).
- While sitting and looking forward, move right foot back and forth between throttle and brake 5 times within 10 seconds.
- Climb and descend bus stairs three times within 30 seconds.
- While sitting and looking forward, sequentially open and close the bus door, activate the four-way hazard lights, and activate the right/left turn signals within 15 seconds.
- From seat height (16 inches), pick up and carry a 50-pound object 35.

- Job stress is experienced due to adverse weather conditions, pressures to meet schedules, student behavior, medical problems (e.g. seizures) and the responsibility for the safety of students.
- Requires ability to sit for long periods while driving. Uses arms, hands and fingers to grasp and hold; use legs and feet to press and hold pedals. Uses hearing and speech for communication.
- Requires clear vision including distance, peripheral and depth perceptions.

• Physical ability to perform the essential functions listed above with or without reasonable accommodation.

• Requires the ability to lift a minimum of ten (50) pounds.

• Drag a 125-pound object on the ground 50 feet within 30 seconds.

• Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020