



# Longview Independent School District

## JOB DESCRIPTION TRANSPORTATION CLERK

<b>JOB TITLE:</b>	Transportation Clerk	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Clerical/Par 2

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### PRIMARY PURPOSE:

Assist in efficient operation of department office and assist in clerical services for department

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

Some experience working with school-aged children; possess public relations skills

#### Special Knowledge and Skills:

- Basic computer knowledge
- Maintain composure in a stressful situation
- Ability to work under a minimum amount of supervision

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Receive incoming calls, take reliable messages, and route to appropriate staff
2. Responsible for referring problems that arise through calls and walk-ins to department supervisor for immediate resolution
3. Respond to inquiries from the public, parents, students, and campus staff regarding transportation services
4. Prompt in answering phone calls, responding to phone calls and walk-ins with a high level of professional customer service



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

5. Maintain a log of visitors who come to the department
6. Remain current concerning departmental events and any related information pertaining to being effective in assignment
7. Perform data entry and maintain all student information in databases
8. Assist with clerical tasks throughout the transportation department
9. Comply with district policies, as well as state and federal laws and regulations
10. Adhere to the district's safety policies and procedures
11. Maintain confidentiality in the conduct of district business
12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
13. Demonstrate regular and prompt attendance
14. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### **WORKING CONDITIONS: (continued)**

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### **EVALUATION:**

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: Feb., 2020**