

SCHOOL DISTRICT OF MARION COUNTY

JOB CLASSIFICATION DESCRIPTION

LEVEL/POSITION: TRANSPORTATION ROUTING ASSISTANT 4.97

AREAS: TRANSPORTATION

DISTINGUISHING CHARACTERISTICS OF WORK:

This position is responsible for the daily utilization and maintenance of the computer routing software and various assigned duties as described below for the Transportation Department. Duties performed are under general supervision the assigned administrator(s).

EXAMPLES OF WORK PERFORMED:

NOTE: These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties **does not exclude** them from the position if the work is similar, related or a logical assignment to the position.

- Assists in planning and developing bus schedules; plans safe, economic, efficient routes, stops and other factors suited to school starting/ending times, road conditions, etc.; recommends and implements revision of runs and schedules.
- Operates a computer terminal for input, update and retrieval of bus route information.
- Completes and maintains required records within all areas of responsibility including, but not limited to, student surveys, route sheets, and route/stop change documentation, and ensures privacy and confidentiality statutes are followed in the process.
- Communicates professionally and effectively with parents, the public and all school board employees to ensure positive relationships are maintained while meeting all of the goals of a safe, efficient transportation system.
- General working knowledge of the Transportation routing software and keeping abreast of routing changes.
- Perform related duties as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

This position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

MINIMUM TRAINING AND EXPERIENCE:

Graduation from standard high school or equivalency diploma. Minimum of three years of verifiable experience in Education or Transportation. General geographical knowledge of the county. Knowledgeable in office practice skills, such as typing, data entry, etc. Must be computer literate and have operating knowledge of Windows software.

Non-Instructional Management Salary Schedule - 28

Board Approved: 06/10/03

~An Equal Opportunity School District~