



**Beaver Local School District**  
**Job Description**  
**Executive Secretary – Transportation**

**Summary**

The Secretary performs executive secretarial duties and responsibilities in support of the administration in assisting with the scheduling of all routes and extra trips. This individual will assist in training and scheduling training for transportation employees.

**Duties and Responsibilities**

1. Ability to perform clerical functions including knowledge and operation of district software programs.
2. Prepare local, state and federal reports including the collection, organization and preparation of data and/or building.
3. Utilize local and state MIS (management information system) including inputting, updating and reporting.
4. Perform business management functions that may include purchase order process, grants and maintaining inventories.
5. Scheduling that may include meetings, field trips, transportation and various school related activities.
6. Be responsible for assuring that each driver has the required license and has met the requirements of the yearly physical examination.
7. Plan the bus routes and maintain a map/software program showing the routes and locations of pupils to be transported.
8. Work with Service Manager in maintaining all inspections and maintenance of vehicles.
9. Works with Service Manager in preparing and evaluation of specifications for new bus purchases.
10. Assist Service Manager in maintaining a log of all inspections and maintenance of school vehicles.
11. Assist Service Manager in completion of all online reports to the Ohio Department of Education regarding transportation.
12. Perform other related duties as assigned by the Superintendent/Service Manager.

### **Required Qualifications**

1. Possess organizational skills, a high level of confidentiality and high performance standards.
2. Pass BCI/FBI background check.
3. Basic clerical skills as demonstrated through a school assigned exam.
4. Operate a PC including knowledge of a word processing program.
5. Work well with students, staff and general public.
6. Have a working knowledge of the “Transfinder” software program.

### **Reports to:**

Superintendent and Service Manager