

**WAYNE TOWNSHIP PUBLIC SCHOOLS**  
**Wayne, New Jersey**  
**JOB DESCRIPTION**

**TITLE: G-005 - Transportation Administrative Assistant**

**EDUCATION AND EXPERIENCE REQUIRED:**

1. High school diploma or GED required.
2. Graduate of an accredited 2 or 4 year college preferred.
3. Experience in student transportation or district operations preferred.
4. Experience or a demonstrated ability to prioritize tasks in order of importance and with efficiency.
5. Must be able to work under limited supervision.
6. Demonstrated ability to follow specific directions when required.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.

**REPORTS TO:**

Director of Student Transportation or Designee

**JOB GOAL:**

The Transportation Administrative Assistant will assist department staff with the daily operation of the school transportation program and ensure the safe and efficient transport of pupils to curricular and extracurricular activities. The Administrative Assistant will also assist department staff with related facility and garage operations that will support and ensure efficient transportation, district vehicle fleet management and communication services.

**PERFORMANCE RESPONSIBILITIES:**

1. Communicate with parents, students, employees and other individuals to answer questions, disseminate or explain information, take direction and address complaints.
2. Answer telephones, direct calls and take messages.
3. Compile, copy, sort, and file records and other activities.
4. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
5. Compute, record, and proofread data and other information, such as records or reports.
6. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
7. Input, process and maintain department personnel information including, but not limited to, processing time sheets, calculating related salary data and providing other payroll information.

8. Input, process and maintain district information including, but not limited to, generating reports, monitoring use, and tracking students.
9. Manage assigned government programs and prepares related reports or data collection efforts.
10. Input daily student attendance.
11. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
12. Protect confidentiality of records and information about district staff, and use discretion when sharing any such information.
13. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Student Transportation, and not otherwise prohibited by law or regulation.

#### **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education. This position is part of the Wayne Education Association.

#### **ANNUAL EVALUATION:**

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses

2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**BOARD APPROVAL DATE:** September 9, 2021, Agenda Item T-17