

# New Albany-Floyd County Consolidated School District Dispatcher/Clerk (185)

## JOB POSTING

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### Job Details

<i>Title</i>	<b>Dispatcher/Clerk</b>
<i>Posting ID</i>	<b>185</b>
<i>Description</i>	<b>TITLE:</b> Dispatcher/Clerk - Transportation <b>CLASSIFICATION:</b> Operational Support Staff <b>PAY GRADE 7:</b> \$13.25 - \$14.35 hourly (based on education and experience) <b>LENGTH:</b> 9:00 am - 5:30 pm daily/190 days yearly <b>REPORTS TO:</b> Director/Assistant Director of Transportation

\*Hours may vary based on need for driving. Typical dispatch hours are from 11:30 a.m. to 5:30 p.m.

**SUMMARY:** Acts as a dispatcher/clerk for the Corporation as well as an emergency driver.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Minimum of a Class B CDL with P, S & Air Brake Endorsements. Must be able to acquire within 60 days of employment if not currently possessed.

#### **RESPONSIBILITIES:**

- Answers general education & special education radios and dispatches drivers accordingly.
- Prints out and provides drivers with route sheets.
- Answers phone and looks up student information in routing software to help staff and parents/guardians with bus information and pick-up/drop-off times and locations.
- Logs staff absences in Google Drive and reports driver absences in PowerSchool.
- Prints NAFCS bus trips in TravelTracker Database once approved.
- Distributes trip sheets to drivers and updates all changes; notifying drivers and sending confirmations to schools.
- Maintains office records, medical records binder, driver mailboxes and organizes files.
- Drives a route as needed.
- Emails City and County Highway Departments of potholes, tree branches, or any other road-related issues.
- Obtains police reports as needed from local Police Departments and faxes Stop-Arm violations to State Police.
- Collects and reports Medicaid papers.
- Calculates time-cards and field trip time-sheets.
- Maintains confidentiality of information that may be privileged or of a sensitive nature.
- Performs other related duties as assigned by the Director/Assistant Director of Transportation and/or other designee.

<i>Shift Type</i>	<b>Full-Time</b>
<i>Salary Range</i>	<b>Per Hour</b>
<i>Location</i>	<b>Transportation</b>

### Applications Accepted

<i>Start Date</i>	<b>02/25/2021</b>
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