

APPROVED

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George County School District

Transportation Secretary Job Description

Job Purpose

- Provide comprehensive clerical, financial, and administrative support to the Transportation Coordinator to ensure efficient daily operations of the Transportation Department.
- Maintain transportation records, manage communications, assist with routing and dispatch, and support budgeting and reporting functions.
- Exercise initiative and independent judgment in handling office procedures and acting in the absence of the supervisor when necessary.

Knowledge, Skills, and Abilities

- Knowledge of basic accounting and bookkeeping principles, record-keeping procedures, and office management practices.
- Knowledge of grammar, punctuation, and standard business correspondence formats.
- Knowledge of applicable transportation regulations and reporting requirements established by the Mississippi Department of Education.
- Skill in organizing, maintaining, and updating detailed records and filing systems.
- Skill in preparing reports, spreadsheets, correspondence, and financial documentation with accuracy and efficiency.
- Ability to operate standard office equipment and relevant software applications, including Microsoft Office programs.
- Ability to gather, compile, reconcile, and analyze fiscal and statistical data.
- Ability to manage multiple tasks, meet deadlines, and adapt to changing work priorities.
- Ability to communicate effectively and professionally with administrators, staff, drivers, parents, and the public.
- Ability to understand, interpret, and apply district policies, procedures, and regulations.
- Ability to coordinate workflow, give and receive oral and written instructions, and maintain cooperative working relationships.
- Ability to maintain confidentiality of student and personnel information.

Minimum Qualifications

- High School Diploma or GED required.
- Associate's degree in business, office administration, or related field preferred.
- Minimum of two (2) years of progressively responsible clerical or secretarial experience, preferably in a school district, transportation, logistics, or public service setting.
- Proficiency in typing and experience with multi-line phone systems, data entry, and general office technology.
- Must pass a criminal background check and child abuse registry check as required by Mississippi law.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.

- Manage daily operations of the transportation office, including greeting visitors, answering phones, routing correspondence, and responding to inquiries.
- Prepare and process correspondence, reports, spreadsheets, memos, and other documents to support departmental operations and compliance requirements.
- Maintain accurate personnel records for drivers and monitors, including licenses, certifications, medical cards, payroll data, and time sheets.
- Assist with budgeting functions by processing invoices, reconciling account balances, compiling financial data, and maintaining expenditure records.
- Compile and submit statistical and operational data for required state and district transportation reports.
- Maintain updated student transportation rosters and assist in communicating route or bus stop changes to parents and school personnel.
- Process and coordinate field trip and extracurricular transportation requests, including scheduling and documentation.
- Assist with dispatch operations by receiving calls, relaying route changes, handling emergency communications, and supporting drivers via phone or radio as needed.
- Receive work orders and service requests; route information to appropriate personnel and assist with tracking maintenance and parts orders.
- Monitor, maintain, and order office and departmental supplies; maintain organized filing and inventory systems.
- Perform other job-related duties as assigned by the immediate supervisor or superintendent; limited travel to and from meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Transportation Coordinator

Supervises: N/A

Terms of Employment: 240 Days

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date