



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

TRANSPORTATION DISPATCH/ADMINISTRATIVE ASSISTANT

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Preserve Confidentiality
- Dispatch and effectively communicate with bus drivers
- Communicate effectively with parents and staff
- Assist in maintaining accurate bus routes
- Assist in maintaining records of Special Education Students
- Coordinate Field Trips and Sport Trips
- Assist in preparing and maintaining records for the year-end transportation claim report
- Assist with operations and maintenance office work
- Perform other tasks as may be assigned by Director of Transportation
- Backup driver as needed AM//PM
- Shall assume any other duties as may from time to time be delegated by immediate Supervisor. Furthermore, the Supervisor shall make any adjustments in the scope of responsibilities as outlined above which will be in the best interest of the school district.

QUALIFICATIONS

- Previous office experience, proficiency and accuracy in typing data entry, Excel, Word, VersaTrans a plus
- Possess effective communication, organizational, and teamwork skills
- Ability to problem solve collaboratively
- Basic ability in mathematical computation
- Must be eligible to obtain a CDL license passenger and school bus driver endorsement

PHYSICAL DEMANDS

The role requires the ability to perform various physical tasks, including standing, walking, sitting, kneeling, lifting, and bending, as necessary to fulfill job responsibilities. The work environment may involve exposure to typical levels of noise and activity associated with a school and on a school bus setting. This overview is not exhaustive of all physical requirements and responsibilities inherent in the role.

TERMS OF EMPLOYMENT

REPORTS TO: Director of Transportation	BENEFITS • Paid time off • Employer contributions to IMRF • HMO insurance and dental benefits • Opportunities for professional development and growth within the district.
TERMS OF EMPLOYMENT: hourly rate, length of work year and ongoing service shall be determined by the Board of Education.	

The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of all of the duties and responsibilities related to the position.