

Educational Service Center of Medina County

Job Description

Title: Secretary

Position: Transportation Secretary

Reports To: Pre-Service Coordinator, Supervisor of Transportation Services

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Must possess the ability to drive a van when necessary to transport students within the guidelines of the State of Ohio and the policies established by the ESC of Medina County.
- High school diploma or equivalent as approved by the superintendent.
- Possesses a valid Ohio driver's license with a minimum of two years driving experience.
- Holds Ohio Pre-Service van driver certification.
- Passes annual T-8 physical.
- Possess satisfactory BCI and FBI background reports.
- Completes a semi-annual driver record.
- Displays good decision-making skills.
- Demonstrates outstanding public relation skills.
- Physically capable of assisting students entering and exiting the vehicle.
- Demonstrates ability to work effectively with others.
- Maintains a comprehensive system of filing and record keeping.
- Demonstrates ability to work independently.
- Demonstrates knowledge of office skills including keyboarding, word processing, math, and data entry.

Description:

Performs essential secretarial duties for the Ohio Pre-Service Coordinator and the Transportation Administrator for the ESC of Medina County as assigned.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."

2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Duties and Responsibilities:

Pre-Service Department

1. Researches certificate information.
2. Prepares all required state reports and classroom schedules for Pre-Service Coordinator.
3. Verifies that the annual requirements are met before certifying them for the new school year.
4. Handles registration for Pre-Service Bus Driver Training and Recertification classes.
5. Makes arrangements for ESC of Medina County Bus Drivers All-County Annual In-Service.
6. Schedules Buster the School Bus for school district visits.
7. Grades van tests and verify that state requirements are completed on application.
8. Maintain and manages database of bus/van driver
9. Works in conjunction with the Treasurer's office regarding invoicing and accounts payable for fees associated with transportation certificates.
10. Provides technical support for Safe Accounts North Region (i.e., T-9 Reports, T-8 Reports, and Driver Maintenance).
11. Maintains and keeps current all contracted school bus transportation drivers in school foundation payment system.
12. Responds in a timely manner to e-mails, phone calls, and correspondence.
13. Maintains and issues all necessary documentation regarding OBI's and supervisors according to Ohio Pre-Service Program requirements as directed by Pre-Service Coordinator for the North Region.
14. Issues van certificates on-line after all requirements are met.
15. Issues Pre-Service certificates on-line after all requirements are met.
16. Stays up-to-date with ODE, Pre-Service, CDL, BMV, ORC rules and regulations.

Transportation Department

1. Train and evaluate van drivers for the ESC of Medina County.
2. Responds first on call for substitute driver special needs transportation and Courier.
3. Serves as PM dispatcher for special needs transportation.
4. Assists Supervisor of Transportation Services with additional dispatch duties as needed.
5. Assist with the daily operation of the Transportation Department.
6. Performs any and all duties as assigned by the Superintendent, Pre-Service Coordinator or Transportation Supervisor.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. Frequent repetitive hand motion (i.e. computer typing)
5. Frequent interruption of duties by visitors, staff, students, and/or telephone.
6. Occasional requirement to lift and carry up to 50 pounds.
7. Occasional travel to professional development/pre-service activities.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA, and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: February 25, 2019