

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE ASSISTANT TO THE COORDINATOR FOR SUPPORT SERVICES & TRANSPORTATION

Reports To: COORDINATOR FOR SUPPORT SERVICES & TRANSPORTATION

General Job Description:

Under indirect supervision, function as the secretary to the Coordinator for Support Services & Transportation and act as a receptionist to those coming in contact with the Coordinator.

Essential Duties and Responsibilities:

1. Receive Fire Drill Reports from every school within 24 hours of the drill taking place.
2. Receive Lockdown Reports from every school within 24 hours of the drill taking place.
3. Receive yearly reports from each school with listing all of their Fire Drill's and submit this information to the Roswell Fire Marshall.
4. Receive all student accident reports; log information into a spreadsheet and submit information to NMPSIA.
5. Receive all vehicle accidents reports, bus accident reports, and damage to RISD property reports and submit this information to CCMSI.
6. Complete all PO's for the Support Services and Transportation Department and Construction Coordinator.
7. Complete all Inspection forms which are disbursed to the different needed staff for signatures; copies go to the Superintendent, Building Principal, Maintenance or Supervisor.
8. Schedule/reserve the following buildings; Board room, Library, and Auditorium.
9. Complete contracts for the following buildings when needed; Board room, Library and Auditorium.
10. Building reservations are put on the website for all to see.
11. Special instructions for the reserved buildings/rooms are given to the Custodians through e-mail along with the dates and times access needed.
12. Request new Alarm Codes or delete alarm codes for all sites/buildings. This must be current at all times.
13. Complete contracts for the following at the beginning of each year; sewing machine repairs, bus inspection, elevator service, and mail machines.
14. Receive Xerox meter readings each month for all copy machines in district & input information to a spreadsheet.
15. Review district cell phone invoices; submit to the AP Office for payment.
16. Request new cell phones for employees when needed & keep up with any renewals.
17. Distribute the different district departments/schools their Cell phone usage bills monthly.
18. Assist supervisor with the bus contracts/cost for the next school year and submit to the Board at the June board meeting for approval.
19. Submit all Feeder Route documents for eligible parents at the beginning of the school year and submit them for payment every 20 days of school.
20. Bus routing changes are to be submitted by June 15th to ARC and maps are received in July for the following school year for new routes to be approved by the Board at the August board meeting. Copies are given to all principals and AESC administrators.
21. Make sure Emergency Bus drills are completed at the schools twice a year.
22. Gather all documents when PED approves bus replacement.
23. Receive telephone calls and walk in complaints, document and refer to the appropriate individual.
24. Send Memo's to all schools concerning early releases and shut down procedures (regular and holiday).
25. Complete leave forms for Construction Manager and Coordinator for Support Services and Transportation
26. Place work orders as needed.
27. Be flexible and able to prioritize tasks.
28. Maintain a list of all name changes on AESC Building Directories.
29. Maintain confidentiality with sensitive matters.
30. Maintain accurate and detailed records.
31. Report to work on time and work no less than 7 hours per day.

ADMINISTRATIVE ASSISTANT TO THE COORDINATOR FOR SUPPORT SERVICES & TRANSPORTATION (CONT'D)

- 32. Work independently with very little supervision.
- 33. Attempt to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
- 34. May be required to perform other related duties/functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

- 1. High School diploma or GED
- 2. Two years' experience in a secretarial position; one of which should be in an educational setting.
- 3. Valid Drivers' license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description.

Signature

Printed Name

Date