POSITION TITLE:

ADMINISTRATIVE ASSISTANT TO TRANSPORTATION

Reports to: **Supervisor of Transportation**

Function/Purpose:
To provide clerical and administrative assistance to the Supervisor of Transportation to support the day-to-day operations of the Transportation Department.

Required Education, Knowledge, Qualifications and Experience:
- Possess a Grade 12 diploma.
- Minimum of one year of secretarial training (or equivalent) at a recognized institution as approved by the Division or sufficient experience to be the equivalent of such training.
- Basic understanding of the transportation operations.
- Knowledge of related computer applications.

Required Skills and Abilities:
- Excellent interpersonal and communication skills, both verbal and written.
- Excellent listening skills.
- Accurate filing skills.
- Ability to work as a team player.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality with respect to Division operations.
- Ability to deal with a broad range of members of the public.
- Self-directed, tasks and goal oriented.
- Display a positive attitude.

Required Personal Characteristics:
- Trustworthy and respectful.
- Approachable and accessible.
- Collaborative and flexible.

Duties and Responsibilities:
Without restricting the generality of the description above, the Administrative Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:
- Monitor incoming phone calls, answer questions regarding the Transportation Department and redirect calls within the department.
- Maintenance of a paper filing system and an electronic filing system of all transportation required documents.
- Process all written and electronic correspondence for the Transportation Department.
- Maintenance of all documents and information posted on the Division web page such as: Bus Booking program and calendar, Bus Drivers forms and manuals, parent information regarding transportation and school forms.

- Design, setup and maintenance of all office programs containing required information for the following databases: Employees in the Transportation Department, division employees using division vehicles and parts inventory at all garages in the Division
- Set up and maintenance of office unit and bus fleet files and all other required documentation for SGI regulations.
- Verify and code documents for payroll department to ensure all documents are submitted in a timely manner.
- Inform all schools in the Division regarding all relevant information about the Transportation Department.
- Process correspondence documents for the Supervisor of Transportation such as: correspondence to parents/guardians, administration, bus drivers, schools, Principals, Board members, suppliers and the public.
- Verify and code documents for accounts payable to ensure documents are submitted in a timely manner.
- Order all office supplies for the office and the 2 garages.
- Assist garages with administrative duties
- Be willing to engage in life long learning with respect to training, in-services and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies and procedures.
- Other duties as may be assigned by the Supervisor.

Supervision of Staff:
This position does not involve the supervision of staff.

Judgement, Independence and Client Contact:

- Confidentiality
    - The Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
    - The employee is expected to work independently with minimal supervision.
- Working Jointly with Other Staff on Common Assignments or Tasks
    - This position involves working closely with other personnel in this and other Education Centers and schools daily.

- Responsibility for Quality of Assigned Work
    - The employee is responsible for the quality of the work and is expected to seek clarification and directions on any matters of concern. The effectiveness of this position is dependent upon the efficient, accurate and timely processing and relay of information.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 14, 2026