

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**JOB DESCRIPTION**

**RADIO DISPATCHER/CLERICAL ASSISTANT**

**QUALIFICATIONS:**

- 1) High School Diploma or Equivalent
- 2) Training or experience in radio dispatching and clerical work
- 3) Computer literate
- 4) Experience as a school bus driver (preferred)

**KNOWLEDGE, SKILLS AND ABILITIES**

- 1) Knowledge and skill in office practices
- 2) Operating knowledge of a school bus
- 3) Working knowledge of rules and regulations of school bus operations
- 4) Knowledge of district's topography
- 5) Knowledge of safety precautions relating to transporting students
- 6) Excellent oral communication skills
- 7) Ability to work well with others

**REPORTS TO:**

Director of Transportation

**JOB GOAL**

To help ensure that the district's Department of Transportation operates in a safe and efficient manner.

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light work. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- 1) Receive all complaint calls and transfer them to the director for resolution
- 2) Respond to telephone call related to bus routing
- 3) Receive calls from staff regarding their absence and respond as needed
- 4) Monitor radios and gather information regarding accidents, problems on school buses
- 5) Respond to driver requests during bus transportation hours
- 6) Assist in maintaining records and reports related to:
  - Driver physical examinations required by FLDOE
  - Driver required training
  - Substitute Driver List
  - FLDOE reports
  - Bus driver and bus attendant absences
  - Extra duty assigned
  - Leave of absences

**Employee Qualities / Responsibilities**

- 7) Work cooperatively with others
- 8) Interact with the public in a courteous and helpful manner
- 9) Maintain good attendance and punctuality
- 10) Use effective interpersonal communication skills
- 11) Display appropriate work ethic
- 12) Follow transportation policies and procedures
- 13) Maintain a positive relationship with bus drivers and staff

**System Support**

- 14) Communicate routinely and effectively with the Director of Transportation
- 15) Perform other duties as required