



T U L S A

PUBLIC SCHOOLS

Job Title: **Transportation Clerk**

Department: Transportation
Reports To: Director of Transportation
Grade: CA-05
Number of Days: 12 Months
Security Access: Transportation
Current Date: March 7, 2014
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Serve as the assistant to the manager with minimal direction. Prepare reports, meeting agendas, and other documents as required. Assist in handling various aspects of the departmental budget.

Minimum Qualifications:

Education: High school diploma or equivalent

Specialized Knowledge, Licenses, etc:

- CDL with passenger, air brakes, and school bus endorsements, DOT physical, State of Oklahoma School Bus Driving Certificate

Experience:

- Minimum two years office/secretarial experience a plus

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Prepare reports, meeting agendas, and other documents as required.
- Assist manager as needed.
- Maintain student conduct records, personnel allocations, budget and computer database applications.
- Scan e-mails and prioritize calendar for the manager.
- Research data by use of the internet.
- Assist with routing data entry as needed.
- Assist in the planning and implementation of special projects.
- Assist with CSC coverage as needed.
- Assist in handling various aspects of the departmental budget.
- Filing, record maintenance.

Skills and Abilities:

- Proficient in Microsoft Word, Excel, Access, Outlook, and Power Point
- Proficient in the use of the Internet and possess excellent communication, organizational and clerical skill

Other:

- Ability to interact positively with co-workers, school personnel, administration and outside vendors in a pleasant and professional manner.
- Must be able to make decisions and judgments when necessary and manage multiple projects in a fast-paced environment and ensure completion and follow-up.
- Pleasant telephone communication skills.
- Excellent written and verbal communication and organizational skills.
- Excellent attendance record.
- Knowledge of city.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office Environment.

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