

ROXANA COMMUNITY UNIT SCHOOL DISTRICT NO. 1

ROXANA, ILLINOIS

JUNE 22, 2022

EDUCATIONAL SUPPORT PERSONNEL POSITION

Position/Job Category: Transportation/Warehouse Secretary

Location: Bus Garage

Hours: Monday through Friday - 7:15 AM to 4:00 PM (45 minute lunch)
Begins two weeks prior to start of school year and ends two weeks after completion of school year

Summer Hours - 15 hours a week (flexible schedule) beginning July 1 until two weeks prior to school start

Contract Length: 10+ Month Position (see below)

10 month contract – begins two weeks prior to start of school year and ends two weeks after completion of school year

Summer time - July 1 until two weeks prior to school start

Salary: \$16.20 per hour

Benefits: Board paid IMRF (both employee and employer contributions)

\$7,200 annual Board Contribution toward Medical Plan (equates to 80% of single premium)

Minimal Qualifications:

1. Ability to work well with parents and staff
2. Must be personable and possess strong communication skills
3. Works well under pressure
4. Must maintain a professional demeanor and have superior work habits
5. Must demonstrate good organizational and problem solving skills
6. Exhibit accuracy and attention to detail
7. Must possess strong computer skills (Word, Excel, Google Docs and Sheets, Gmail and Skyward preferred)
8. Demonstrate initiative and be willing to implement new tasks (ex: Bus Routing Software)
9. Must have basic math and office skills
10. Maintain a valid driver's license
11. Forklift experience preferred but not mandatory
12. Physically able to lift 50 lbs unassisted

Performance Responsibilities:

1. Handle heavy phone contact - receive, route, and respond to all incoming calls as appropriate
2. Answer and respond to parent and staff bus issues as appropriate
3. Update and maintain Master busing files in Skyward
4. Responsible for recording gas sheets, mileage sheets, and maintaining the trip calendar in electronic form
5. Assist with all phases of the trip board
6. Maintain a checklist to ensure prompt reporting to the payroll office
7. Assist in ensuring all buses have appropriate accident protocol information including but not limited to bus seating charts and bus rider contact information
8. Responsible for purchase orders and invoices for the Transportation Department
9. Maintain accurate Warehouse inventory records and order supplies as needed
10. Check in all supplies, equipment and textbook orders when received and distribute to appropriate buildings/teachers
11. Fill Warehouse requests and deliver supplies throughout the District
12. Receive, sort and route mail
13. Perform other secretarial duties as assigned

If you are interested in this position please apply in writing to angie.simms@rcusd.org

DEADLINE – Wednesday, July 6, 2022, 3:00pm