

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION  
225 WHITE HORSE AVENUE  
CLEMENTON, NEW JERSEY 08021  
856-784-2100**

**JOB DESCRIPTION**

**TITLE:** Assistant for Transportation

**QUALIFICATIONS:**

1. Demonstrated office skills, communication and interpersonal skills and aptitude for organization and detail to fulfill performance responsibilities.
2. Demonstrated technology skills including proficiency in the use of Microsoft Word, Excel and Access.
3. Pass a Criminal History Review under the provision of P.L. 1986, C116.
4. Pass a physical examination in accordance with statute and board policy.
5. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Business Administrator/Board Secretary and Transportation Coordinator

**JOB GOAL:** To assist the School Business Administrator and Transportation Coordinator in maintaining the transportation activities in an efficient and organized manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains spreadsheets and data bases for all student transportation information.
2. Responsible for the mailing and recordkeeping of all transportation contracts and related correspondence.
3. Prepares and disseminates bid specifications, reports and other documents as required.
4. Assists the Transportation Coordinator in responding to inquiries from parents, transportation vendors and school officials.
5. Performs all typing, filing, copying, mailing and other clerical and secretarial tasks as

necessary.

6. Performs all other duties as may be assigned by the Superintendent or School Business Administrator/Board Secretary.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and benefits established by the Board of Directors.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff Personnel.

**Board Approved: 11/2/2005**

**Revised: 10/5/11**